SOLICITATION AND OFFER

2. CONTRACT NUMBER	3. SOLICITATION NUMBER	4. TYPE OF SOLICITATION	5. DATE ISSUED	6. REQUISITION/PURCHASE NUMBER
	OPR07000017	☐ SEALED BID (IFB) ☒ NEGOTIATED (RFP)	12/28/2006	

7. ISSUED BY	CODE	OFP	8. ADDRESS OFFER TO (If other than item 7)
Office of Finance & Procurement 327 Ford Bldg. Washington, DC 20515			

TEL: (202) 225-2921 ext.   FAX: (202) 226-2213 ext.

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and __1__ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the

depository located in _See Section L Submissons_ until _4:00 PM_ local time _02/28/2007_

(Hour)   (Date)

CAUTION - LATE submissions, Modifications, and Withdrawals: See Section L. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME Jim Tiani	B. TELEPHONE (NO COLLECT CALLS)			C. E-MAIL ADDRESS
		AREA CODE 202	NUMBER 225-7158	EXT.	james.tiani@mail.house.gov

11. TABLE OF CONTENTS

OFFER (Must be fully completed by offeror)

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I)	10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)

14. ACKNOWLEDGMENT OF AMENDMENTS (the offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)

15B. TELEPHONE NUMBER			15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	17. SIGNATURE	18. OFFER DATE
AREA CODE	NUMBER	EXT.	☐		

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION

22. [BLANK] ☐ [BLANK]	☐ [BLANK]	23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	ITEM

24. ADMINISTERED BY (If other than Item 7)	CODE	25. PAYMENT WILL BE MADE BY	CODE

26. NAME OF CONTRACTING OFFICER (Type or print)	27. U.S. HOUSE OF REPRESENTATIVES (Signature of Contracting Officer)	28. AWARD DATE

IMPORTANT - Award will be made on this Form or by other authorized official written notice.

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
0001	Section B this is a place holder		0.00	ea	$ _____	$ _____

TABLE OF CONTENTS

SECTION C -- DESCRIPTIONS AND SPECIFICATIONS

C.1   STATEMENT OF OBJECTIVES

A. Introduction

The Chief Administrative Officer (CAO) of the House has been charged by the Committee on House Administration (CHA) with supporting and maintaining the information technology (IT) and service support structure of the House. The environment is composed of 435 Representatives (containing approximately 25 desktops and/or laptops), over 50 Committee (containing approximately between 20 and 125 desktops and/or laptops), Leadership and House support offices. There is approximately 10,000 House staff in Washington, DC and in 950 district offices across the United States and Territories.

This contract provides a framework to enable Members, Committees, Leadership, Officers and other Offices of the U.S. House of Representatives (hereinafter, "House Offices") to purchase Correspondence Management Systems (CMS) hardware and software products and services. This contract is entered into pursuant to the Guide to Outfitting and Maintaining an Office of the U.S. House of Representatives (hereinafter, "House") approved January 3, 2005 by the Committee on House Administration and any revisions thereto.

Only CMS software submitted for formal evaluation and approved by the House may be marketed, sold and/or installed in House Offices. Approvals for such software will be granted based on the results of testing by the House to verify that the "minimum" requirements have been met and that functionality beyond the "minimum" requirements performs as described by the Offeror (herein referred to as the CMS Provider). The CMS Provider shall provide all equipment and staff necessary to support the testing at no cost to the House.

Offices must be provided with a statement of minimum and recommended hardware and software requirements prior to finalizing the purchase of any CMS product. All CMS packages must operate within the House hardware and software environment, including compatibility with all House supported infrastructure software clients.

B. Scope

The CMS Provider will provide CMS software and associated hardware, technical and software support services and products only as outlined pursuant to this Contract. The CMS Offerer can provide a CMS package for purchase by House offices and/or provide a hosted solution.

C. Correspondence Management Systems (CMS)

Known as the CMS Provider, the Contractor shall supply the approved Correspondence Management Software (CMS). CMS is a software system designed to manage and organize congressional office operations. It manages the daily operations for handling constituent communications, response generation, targeted mass mailings, casework, and report generation. An extremely important function of the CMS is the ability to rapidly generate customized correspondence to constituents, based on the issues about which the constituent is corresponding. Correspondence is not limited to paper based correspondence, such as letters and postcards, but also includes telephone calls and e-mail.

The CMS is comprised of a database, a user interface, and a correspondence generator (generally a commercial-off-the-shelf [COTS] word processor).

The database contains information about constituents, Congressional Members, office staff, and important office and agency contacts. All correspondence received by the office and all correspondence generated on behalf of or to constituents is also recorded in the database. The reasons (issues) about which the constituent corresponds with the Member are also stored in the database using codes assigned by the office to particular issues or casework actions.

The user interface allows data entry, workflow definitions and assignment, initiation of outgoing correspondence, report generation, and CMS administration. The user interface also passes information to the correspondence generator, based on information stored in the database about which "boilerplates" to use when generating a response on a particular issue.

The word processor includes "boilerplate" responses on a variety of issues that are used to assist in rapidly generating a customized response.

All CMS packages must provide the features the House has designated as basic features. (see Section J Attachment 1 for a list of required and suggested advanced and optional features.) The Offeror is free to include extra features to organize office operations and work flow by including components for press operations, scheduling, legislative tracking, and office accounting. Other newer components now allow for -the integration of e-mail, digital mail and web-based solutions. But, for any House Member office to operate successfully, the Correspondence Management System must be able to organize, track, and process large volumes of incoming mail quickly and efficiently.

Common modules that must be offered by the Contractor include the following:

> a) Congressional Tracking: Includes ability to enter and track information about constituents. This must include issue/interest, correspondence,casework (casework is defined as actions taken by a House Member or the Member's staff to assist a constituent in obtaining government services or correcting improper decisions made by government agencies), events, codes, related staff assignments (workflow), and legislative action.

> b) Correspondence and Targeted Mailings: Includes the ability to create correspondence for either individual or form letters. It also provides the ability to select large groups of constituents for the purposes of creating letter batches and targeted mass mailings.

> c) System Reports: Ability of the system to provide detailed reports on constituent code counts, address counts, unanswered mail, casework, and duplicate records.

> d) Systems Administration: Provides for the ability to define constituent codes, address information, and user setup and permissions. It also allows for data maintenance operations such as duplicate record identification and merging/householding capability.

If a CMS package includes features to automatically process constituent e-mail and digital mail into the CMS, the package must accurately process the House standard XML tag set. The House XML tag set is provided (see Section J Attachment 2).

All CMS packages must operate within the House hardware and software environment, including compatibility with all House supported softtware as identified on the current published House Supported Software list (see Section J Attachment 8).

D. Pre-Sale Testing by the House

Additional CMS functionality may be offered on a separately-priced modular basis, including "advanced" functionality which is identified (but not limited to) the features listed in the Basic and Advanced Features for House Correspondence Management Systems Basic and Advanced Features for House Correspondence Management Systems. Potential Offerors shall also submit testing scripts (see Section J Attachment 9) along with a requirements traceability matrix correlating the scripts with the basic and any advanced features that the scripts exercise.

Testing on any Potential Offerer's CMS package will not commence until the HIR Information Security Office has certified a clean audit of the package. A clean audit is defined as a determination by the HIR Information Security Office that all servers and applications comprising the package fully comply with the appropriate security checklists or comply with any approved exceptions to the appropriate checklists. Documentation provided to HIR prior to testing must conform to the Instruction for Submitting Application Information (see Section J Attachment 3).

E. Required CMS Documentation and Training

Documentation shall be provided by the Contractor as parts of the CMS packages provided to House Offices at time of the CMS package installation must include at a minimum (1) how-to user's guide/detailed reference guide and (2) user "quick guides" or "cheat sheets."

Training shall be provided by the Offeror as part the CMS package installation. The Offeror can provide on-site classroom-styled training, off-site classroom-style training, desk-side training, or can arrange with the House Learning Center for use of a House Learning Center classroom for basic CMS on-line training (subject to availability). All training must include complete documentation

(i.e., how-to manual and comprehensive reference manual). In addition, all training must be delivered in the form of courseware that includes training objectives, explanations, structured exercises, and feedback to the student. Simple on-line help files do not satisfy this requirement.

F. Purchased of CMS

If a House Office elects to purchase a CMS package, that package must be purchased from a House-approved CMS provider.

If the purchased CMS package operates on House-owned hardware, which also operates as the office's main file (and print) server, the Offeror will clearly state in the proposal whether or not the Offeror will manage the file server and associated shares; if the Offeror will not manage the file server and associated shares, then the Offeror must clearly state in the proposal what the server manager's responsibilities are for maintaining the server in a manner which does not interfere with or degrade the functioning of the CMS package.

The Offeror must provide a mechanism and instructions for backing up the data in the database and any CMS associated files stored on the in-office system. At a minimum, the Offeror must provide the ability to restore the database and associated files to the state it was in at the end of any of the five previous business days and must allow the backup media from at least one day of the previous week to be transferred to an alternate facility provided by the House (arrangements for this remote storage of backup media must be arranged by the office). The Offeror must state the exact backup retention policy in the Offer's proposal. At a minimum, the Offeror must provide each office with at least one test restore of the database and associated files per year.

G. Hosting of CMS

The Offeror may offer a solution running on equipment owned by the Offeror and shared by multiple House offices. The Offeror's hardware must be housed in a House-operated data center. This contract does not guarantee that rack space and other support services will be provided in a House-operated data to the Offeror; the Offeror must negotiate separately with the House data center manager and comply with the conditions established by the data center manager. Cost savings which result to the Offeror from using the House-operated data center must be considered in the price established under this contract and the Offeror must state what price would have been established if the Offeror did not take advantage of the House-operated data center.

On Offeror-owned systems, the Offeror must back up the data in the database and any CMS associated files stored on Offeror's system. At a minimum, the Offeror must provide the ability to restore the database and associated files to the state it was in at the end of any of the five previous business days and must store the backup media use on at least one day of the previous week at an alternate facility provided by the House data center manager (arrangements for this remote storage of backup media must be negotiated separately between the Offeror and the data center manager). The Offeror must state the exact backup retention policy in the Offer's proposal. At a minimum, the Offeror must provide each office with at least one test restore of the database and associated files per year. The Offeror's proposal must clearly state whether data from multiple House offices will be co-mingled on the backup media or each office's data will be segregated on separate backup media.

H. CMS Support Services

The CMS Provider may install and maintain the CMS or may utilize another vendor to install and maintain the CMS. (However, if the CMS Provider utilizes another vendor to install and maintain the CMS, the CMS Provider remains responsible for the functioning of the CMS and the actions of the supporting vendor and responsible for invoicing the House for installation or maintenance services). The Contractor shall ensure that a CMS and its components for a House Office function according to product specifications, in compliance with the requirements of this contract and the House Security provisions, including House Information Security Policies, Publications, and Forms.

Responsibilities of the CMS Provider include, but are not limited to the following:

   a) Integration of all CMS server hardware, software and communications components.

   b) Maintenance of CMS-provider--owned equipment and CMS-related software in proper operating condition.

   c) Implement a reliable backup solution. The Offeror's proposal will specify the details of the backup schedule and retention periods, but backups every business day are required as a minimum.

   d) Warranty coordination or service of House-owned equipment supported by the CMS Provider.

e) Conducting security audits in conjunction with the HIR Information Security Office of CMS-Provider-owned equipment and correcting identified deficiencies.

f) Facilitating security audits of supported House-owned servers and assisting in the correction of deficiencies.

g) Prompt repair or replacement of non-functioning systems components on CMS-Provider-owned and supported House-owned systems.

h) Training in CMS use and administration.

i). Applying upgrades to software (including "bug" fixes, maintenance updates, etc.) as required.

j).Monitoring both CMS provider owned and supported systems for the success of data backups and taking appropriate actions to ensure that any failure in backing up the CMS database and CMS-related files does not continue for more than two business days. The House will establish liquidated damages when the contract is finalized which will be applied for failure to satisfy this requirement.

k) Help desk and on-site support.

l) Restoration of operating systems, applications, and data, utilizing the appropriate images, and most recent readable backup following a catastrophic failure.

m) No separate purchase order shall be required and/or issued to respond to service calls.

n) All CMS data conversions must conform to the HIR Data Exchange Format.

o) The CMS Provider's proposal must clearly address the ability of House offices to continue to use the CMS if they do not cover the CMS under a Comprehensive Maintenance Plan.

The CMS Provider can offer the following services at additional cost to the office:

a) Loading voter registration files (or other sources of constituent contact information)

b) Constituent address maintenance (for constituents already in the database using Fast Forward or other USPS-compliant service/product)

c) Certified national change of address system on a semi-annual basis (at a minimum)

If service pursuant to a Time and Materials Plan is allowed and offered, authorization must be received from the House Office prior to commencing work. The vendor shall submit all invoices for time and materials work to HSS Vendor Management for payment. Time and materials invoices shall include a work order detailing the time expended and materials used, and must be signed by the House Office denoting acceptance of performance and costs.

I. Technical Support for CMS Installations

A separate installation fee may be proposed for a "new system." A "new system" is defined as an implementation of a new CMS, reinstallation of an existing CMS system or setup of equipment redistributed from House inventory. All installations must comply with the House Minimum Technical Standards for Supported Equipment. (see Section J "Attachment 4). These standards are updated annually. House security policies are located on the House public web site at http://www.house.gov/cao-opp/currentsol.htm, the House Intranet site at http://onlinecao.house.gov/hir-security or may be received in hard copy by calling the HIR Information Security Office (ISSO) at 202-226-4988. The proposal may include charges for adding servers, printers, or other equipment, upgrading equipment in an existing configuration, installing or upgrading software, reconfiguring a server or network or performing a site survey prior to assuming an existing Task held by another Contractor. At the request of the House Office, a disk image will be provided for each file server. The closeout activity will also include a copy of the office's database in Data Exchange Format (see Section J Attachment 5) see data exchange format attachment for conversion to another contractor's CMS.

CMS servers may be relocated by vendors other than the CMS provider at the discretion of the House. The CMS Provider must provide the selected relocation vendor sufficient access to the server to allow the relocation vendor to shutdown the server and change the IP address of the server if necessary. Prior to installation of a "new system" the Contractor shall complete, in conjunction with the House Office and House Information Resources Technical Support Representative (TSR), a Hardware/Software Installation Checklist. (see Section J Attachment 6) The Contractor shall provide a service, equipment and software price quotation in conjunction with the checklist attachment. The checklist would cover all items/services required for an Office to be fully operational and functional on network startup. The Contractor shall also complete the appropriate House security audit checklist at the completion of the installation. The audit checklists are located on the House Intranet page for those vendors who have access to the House backbone at: http://onlinecao.house.gov/hir-security or by hard copy by calling the ISSO at 202-226-4988.

A new installation includes, but is not limited to:

      a) Site survey and configuration planning,

      b) Pre-Install meeting with House Office and HIR Technical Support Representative

      c) Pre-installation equipment preparation/software installation,

      d) Customer site file server installation and configuration,

      e) Networking and communications configuration,

      f) Ensuring all CMS related software hardware and peripherals are completely integrated, functional and perform to specifications, and,

      g) Training (when new features or functionalities are introduced).

      h) Travel and per-diem costs associated with the new installation may be charged to the office pursuant to the standard government rates. Offices shall be responsible for setting up and approving travel and associated items.

Once the new system equipment is functional, performs to specifications, and is accepted, support shall be provided by the CMS provider in accordance with the related Task Order.

Relocation of House owned or leased equipment

Any House owned or leased equipment may be relocated by vendors other than the CMS provider at the discretion of the House. A separate installation price may be charged for a "relocated system." Relocation services include disconnecting system components, cords, and cables; labeling components (including cords and cables); reconnecting system components, cords, and cables; and making necessary changes to network addresses. Relocation services do not include packing components for movement or moving components (beyond movement necessary to disconnect and connect). Disconnecting and reconnecting components will not normally occur on the same business day. Movement of equipment within a House Office is considered to be a "relocated system" if it involves disconnecting and reconnecting components.

J. Support Exclusions

Support shall not include:
      (a) Consumable supplies, running reports, and customizing software.

      (b) Restoration of lost data, if the House Office was at fault, or if the House Office fails to provide the latest readable data backup.

      (c) Repairs made necessary by accident, e.g. fire, flooding, acts of God.

      (d) Damage caused by user neglect/abuse.

      (e) Equipment that falls below the standard set by the Minimum Standard for Supported Equipment.

(f) Equipment not owned or leased by the House.

(g) Repairs made necessary by damage caused by any act of malicious activity or terrorism.

Under these conditions, repair cost is pursuant to the time and materials rate.

K. Service Hours

Contractor shall furnish on site service during normal business hours of 8:30 am to 6:00 PM (local time), Monday through Friday, excluding holidays observed by the House. (see Section J Attachment 7). Unless specified in a particular plan, services that fall outside normal business hours will be considered after-hours service. Other hours of service or emergency service will be provided by the Contractor under the Time and Materials (Premium and Overtime Rate) rate schedule (See Section B). After-Hours Service and Weekend/Holiday Service must be approved by the House Office, or its designee, prior to commencement of work by the Contractor.

Other hours of service are defined as:

a) After Hours Service includes the hours before 8:30 am and after 6:00 PM (local time), Monday through Friday, excluding holidays observed by the House.

b) Holiday/Weekend Service includes Saturday, Sunday and holidays observed by the House.

Replacements and Removals

If parts are replaced on a like-for-like exchange basis, the installed parts become the property of the House, and removed parts become the property of the Contractor. The Contractor must remove all data from any data storage device removed as part of a like-for-like eexchange and certify in a monthly report to the contracting officer representative that the data has been removed from the data storage device. HSS Vendor Management must be informed in writing or by facsimile of any new serial number(s) of replaced equipment within 30 days of installation. Correspondence shall be forwarded to: HSS Vendor Management, 166 Ford Building, Washington, D.C. 20515 or Facsimile at 202-226-0065.

There will be no rental, restocking, or other fees for replacement/loaner equipment.

Individual units and associated maintenance costs may be added or removed from the maintenance contract at any time at the discretion of the House.

Vendors shall be responsible for working with House offices to monitor the addition and/or removal of units to/from the maintenance provider plan, and for coordinating any resulting plan cost changes.

Response and Resolution Times

Note: All hours are stated as business hours. Business hours are "normal business hours" as defined by the "Service Hours" provision of this Contract. Accelerated response or resolution requested by a House Office requiring agreement to pay premium hourly rates as defined in that provision must be pre-approved in writing by the House Office.

Contractor's personnel shall be required to:

(a) provide service to House Offices, upon notification of a service problem for equipment or software owned by the House, within the response times specified herein,

(b) prosecute the work diligently, and

(c) have the equipment or software ready for use and fully operational within specified time frames.

A summary of the response and resolution times is as follows:

Washington, DC Response Times

The Contractor shall provide within the first hour, after receiving a problem call from a House Office, a telephone call back

to that office.The Contractor will:

a) Determine if that an on-site visit is required within four (4) business hours from the initial time of the originating House Office call.

b) If an on-site diagnosis is necessary, the technician must arrive on-site within four (4) business hours.

c) The maximum on-site response to a problem call from a House Office is twelve (12) hours.

Nationwide Service and/or Support for District Offices Response Time

The Contractor may provide nationwide service and/or support. If the Contractor subcontracts to provide this service, it remains the Contractor's responsibility to bill the House at the Contract rate. The subcontractor will not invoice or contact the House Office regarding payment. All terms and conditions of the Contract that apply to the Contractor shall also apply to the subcontractor.

The Contractor shall provide within the first hour, after receiving a problem call from a House District Office, a telephone call back to that office.

a) The Contractor will determine within four (4) business hours from the initial time of the originating House District Office call if an on-site diagnosis is required to resolve the service problem.

b) If an on-site diagnosis is required a technician must arrive on-site within eight (8) business hours.

Washington, DC Resolution Time

The Contractor shall deliver the parts or perform the services to restore the equipment or software to full operational status within twelve (12) business hours.

If equipment cannot be repaired within twelve (12) business hours, the Contractor shall take action to provide replacement/loaner equipment of equal capability or functionality to the House Office in order to achieve the resolution time objective. There will be no rental, restocking, or other fees for replacement/loaner equipment.

After notifying the House Office that it's entitled to have their equipment or software up to full operational status within twelve (12) business hours, Contractor may request and the customer may agree, in writing, to an extension, thus waiving any credits in the form of liquidated damages. (See Section F. Liquidated Damages and Cost Recovery Under Default.)

Nationwide service and/or Support for District Office Resolution Time

The Contractor shall deliver the parts or perform the services to restore the equipment or software to full operational status within eighteen (18) business hours.

If equipment cannot be repaired within eighteen (18) business hours, the Contractor shall take action to provide replacement/loaner equipment of equal capability or functionality to the House Office in order to achieve the resolution time objective. There will be no rental, restocking, or other fees for replacement/loaner equipment.

After notifying the House Office that it's entitled to have their equipment or software up to full operational status within eighteen (18) business hours, Contractor may request and the customer may agree, in writing, to an extension, thus waiving any credits in the form of liquidated damages. (See Section F.6: Liquidated Damages and Cost Recovery Under Default.)

NOTE: Software not on the Contractor's supported software list is not subject to a resolution time requirement. The Contractor's supported software list is to be included with the service plans attached to this Contract.

L. Software Upgrades and Enhancements

All upgrades or enhancements to CMS packages must be approved by the House prior to installation in any House Office. The approval to market or install an upgrade or a new version may be based on a formal evaluation conducted by the CAO, a controlled evaluation in House Offices, or both. The House will determine which evaluation method will be used based on availability of House resources and the nature of the upgrades or enhancements. A beta version of a CMS package shall not be installed in a House Office without written consent from the office.

M. Contract Status and Review Meeting

The House COR and authorized Contractor representative(s) shall meet at least monthly. Meeting changes require written consent. The purpose of the meeting is to review the status reports, performance results, current/outstanding issues, and provide to the Contractor any House-related informational materials. The goal is to keep track of performance, head-off any potential problems, resolve issues, and maintain a smooth operating Contract.

SECTION D -- PACKAGING AND MARKING

D.1   HC.4.002   PAYMENT OF POSTAGE AND FEES   MAY 2001

All postage and fees related to submitting information, including forms, reports, etc., to the House of Representatives shall be paid by the contractor.

D.2   HC.4.004   MARKING   AUGUST 2002

All information submitted, including forms, reports, etc. to the Contracting Officer or Contracting Officer's Representative, or as specified in the contract, shall clearly indicate the contract number and task order number for which the information is being submitted.

SECTION E -- INSPECTION AND ACCEPTANCE

E.1   HC.5.003   INSPECTION OF SERVICES   JUNE 2002

a. Definitions. "Services," as used in this clause, include services, workmanship, and material furnished or utilized in the performance of services.

b. The Contractor shall provide and maintain a quality assurance system acceptable to the House covering the services under this contract. Complete records of all quality assurance work performed by the Contractor shall be maintained and made available to the Contracting Officer (CO), Contracting Officer's Representative (COR) or their designated representative, during contract performance and for one year after contract termination.

c. The COR has the right to inspect and test all services called for by the contract at all times and places during the term of the contract. The COR shall perform quality assurance reviews and tests in a manner that will not unduly delay or impede the contractor's work.

E.2   HC.5.005   INSPECTION AND ACCEPTANCE   AUGUST 2002

a. Inspection and acceptance of services to be furnished hereunder shall be performed at place of performance or destination, by the COR, in accordance with provisions specified in this contract and applicable task orders. The COR reserves the right to conduct any quality assurance reviews and tests it deems necessary to assure that the services provided conform in all respects to the contract specifications. Services which upon quality assurance reviews are found not to be in conformance with contractual specifications shall be promptly rejected and notice of such rejection, together with appropriate instructions, including resolution time, will be provided to the Contractor by the CO. Deficiencies thus reported shall be corrected by the Contractor in a timely period as specified by such quality assurance reviews or, with written request for an extension, mutually agreed to by the parties.

b. Written notification of negative quality assurance review results will be furnished within thirty (30) days after completion of quality assurance reviews.

c. All subcontracts let by the Contractor shall be subject to the CO's written approval and the provisions specified above, as noted at the time of approval.

d. All facilities utilized by the Contractor in performance of work under this contract shall be subject to inspection by officials of the House and the Architect of the Capitol.

e. The Contractor shall respond to all quality assurance reports within the time frame specified in each quality assurance review, annotating what actions have been taken.

f. The CO shall have the right to send his representative into areas assigned for the use of the Contractor's employees, at any time, for quality assurance or other purposes approved by the CO.

E.3   HC.5.004   FAILURE TO PERFORM   AUGUST 2002

If the Contractor fails to promptly perform the services or to take the necessary action to ensure future performance in compliance with contract requirements, the CO may:

a. Refer to Section F, HC.6.009, Payment for Non-performance.

b. Reduce the contract price to reflect the reduced value of the services performed; or

c. Terminate the contract for default.

SECTION F -- DELIVERIES OR PERFORMANCE

F.1   HC.6.001   PERIOD OF PERFORMANCE   MAY 2001

Contract period of performance shall extend from **date of award for 12 months.**

F.2   HC.6.003   OPTION TO EXTEND THE TERM OF THE CONTRACT   MAY 2001

a. The House may extend the term of this contract up to **three (3) times for a period of 12 months each.** The total duration of this contract, including the exercise of any options under this clause shall not exceed **48 months.**

F.3   HC.6.005   NOTICE TO THE HOUSE OF DELAYS   MAY 2001

In the event the contractor encounters difficulty in meeting performance requirements, or when he anticipates difficulty in complying with the contract, or whenever the contractor has knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this contract, the contractor shall immediately notify the customer and the COR by telephone and follow-up in writing to the COR, giving pertinent details; provided, however, that this data shall be informational only in character and that this provision shall not be construed as a waiver by the House of any delivery schedule or date, or any rights or remedies provided under this contract.

F.4   HC.6.007   SUSPENSION AND DEBARMENT   MAY 2001

a. Suspension of a contractor temporarily disqualifies that contractor from contracting with the House as a prime and/or House-approved subcontractor, in full or in part. The contracting officer initiates suspensions.

(1) When the contractor and any specifically named affiliates are suspended, the contracting officer shall advise the firm immediately by certified mail, return receipt requested:

(a) That the firm has been suspended and that the suspension is based on an indictment or other adequate evidence that the contractor has committed irregularities (i) of a serious nature in business dealings with the House or (ii) seriously reflecting on the propriety of further House dealings with the contractor. Any such irregularities shall be described in terms sufficient to place the contractor on notice without disclosing the House's evidence;

(b) That the suspension is for a temporary period pending the completion of an investigation and such legal proceedings as may ensue;

(c) Of the cause(s) relied upon for imposing suspension;

(d) Of the extent and effect of the suspension; and

(e) That, within 30 days after receipt of the notice of suspension, the contractor or its representative may submit, in writing or in person, information and argument in opposition to the suspension, including any additional specific information that raises a genuine dispute over the material facts.

(2) Suspension shall be for a temporary period pending the completion of investigation and any ensuing legal proceedings, unless sooner terminated by the suspending official or as provided in this subsection.

(3) If the investigation is not concluded or legal proceedings are not initiated within 12 months after the date of the suspension notice, the suspension shall be terminated.

b. Debarment refers to action by the CAO to exclude a contractor from future House awards and House-approved subcontracting, in full or in part, for a reasonable, specified period.

(1) Upon conclusion of the investigation resulting from a suspension, if the contracting officer should determine that debarment is in order, he or she shall prepare a report on the investigation along with such recommendations regarding debarment, for submission to the CAO.

(2) A notice of proposed debarment shall be issued by the contracting officer advising the contractor and any specifically named affiliates, by certified mail, return receipt requested:

(a) That debarment is being considered;

(b) Of the reasons for the proposed debarment in terms sufficient to put the contractor on notice of the conduct or transaction(s) upon which it is based;

(c) Of the cause(s) relied upon for proposing debarment;

(d) Within 30 days after receipt of the notice, the contractor or its representative may submit to the CAO, in writing through the contracting officer or in person, information and argument in opposition to the proposed debarment, including any additional specific information that raises a genuine dispute over the material facts;

(e) Of the effect of the issuance of the notice of proposed debarment; and

(f) Of the potential effect of an actual debarment.

c. In the event that the CAO makes a determination to impose debarment, the contracting officer shall give the contractor and any affiliates involved prompt notice by certified mail, return receipt requested:

(a) Referring to the notice of proposed debarment;

(b) Specifying the reasons for debarment;

(c) Stating the period of debarment, including effective dates; and

(d) Advising that the debarment is effective throughout the House, unless the CAO determines that limited business dealings between the House and the contractor are justified.

d. The decision of the CAO on the merits of a debarment shall be final. A decision may be appealed by the contractor, in writing, within 10 days of receipt of notification of the decision, to the Committee on House Administration, only in the event that the CAO failed to follow the procedures established herein.

F.5   HC.6.008   LIQUIDATED DAMAGES   MAY 2001

If the contractor fails to perform the services specified in this contract, or any extension, the House may terminate this contract under the Termination clause of the contract. The contractor shall be liable for fixed, agreed and liquidated damages as provided in Section F "Payment for Non-performance", accruing until the time the House may reasonably obtain delivery or performance of similar services.

The contractor shall not be charged with liquidated damages when the delay in delivery or performance arises out of causes beyond the control and without fault or negligence of the contractor.

F.6   HC.6.009   PAYMENT FOR NON-PERFORMANCE   SEPTEMBER 2001

In the event that the contractor fails to perform as stipulated in the statement of work, and such failure is not for a reason beyond the control of the contractor, the House may charge 1% of the total contract cost per day and may obtain performance from another source and charge and collect all costs plus a 15% administrative fee from the contractor.

F.7   HC.6.010   PLACE OF PERFORMANCE   JUNE 2002

House Capitol Hill Office Buildings, Washington, D.C. and Member District Offices Nationwide.

F.8   HC.6.014   TERMINATION   AUGUST 2002

Relative to termination of this contract, it is mutually agreed:

a. The CO may terminate this agreement at any time, in whole or in part, in the event of breach by the Contractor, or upon 30 days written notice at the convenience of the House.

b. If this Contract is terminated, the rights, duties and obligations of the parties, including compensation to the Contractor shall be in accordance with this contract and in effect on the date of the Contract. No liability will inure to either party for terminations rendered pursuant to this Contract when done at the convenience of the House.

c. Upon termination (including expiration) the Contractor will:

(1) Surrender all employee identification cards, decals, keys, etc. issued by the U.S. House of Representatives, for all Contractor representatives and employees on the effective date to COR.

(2) Complete satisfactory settlement of all customer complaints and claims.

(3) Comply with House requirements designed to ensure a smooth transition to any successor Contractor.

(4) Yield up the premises and all House-furnished property, clean and in as good order and condition as when received, damages due to acts of God or the U.S. Government and ordinary wear and tear excepted, on the effective date.

(5) Promptly remove all Contractor-furnished equipment and fixtures, tools and supplies. Upon failure to remove Contractor's property, the CO may cause Contractor's property to be removed and stored in a warehouse at Contractor's expense. If the Contractor fails to act, this contract authorizes and empowers the CO to take possession of Contractor's property and dispose of same by public or private sale without notice and out of the proceeds of sale, satisfy all costs and indebtedness to the House.

SECTION G -- CONTRACT ADMINISTRATION DATA

G.1   HC.7.023   CONTRACT ADMINISTRATION PLAN (CAP)   FEBRUARY 2005

a. Section G contains the content required in a Contract Administration Plan (CAP) as prescribed in Section 11 of the Procurement Instructions for the U.S. House of Representatives. This CAP outlines the framework for monitoring performance and administering this contract, with the specific responsibilities of Authorized House Representatives listed below. Contract performance will be gauged against effectively meeting the requirements of the statement of work, monitoring customer satisfaction (e.g., vendor performance evaluations), and the performance measures contained in the Quality Assurance or Performanced-Based Surveillance Plan, if applicable.

b. It shall be the responsibility of the Contracting Officer's (CO's) authorized representative to periodically review this CAP for purposes of updating and/or recommending any necessary revisions. If a change to the CAP is required, the CO will execute the appropriate bilateral or unilateral modification.

G.2   HC.7.010   POST AWARD CONFERENCE   FEBRUARY 2005

A post award conference will be held with the contractor to review contract administration issues, unless the House and the contractor determine that such a conference is not necessary.

G.3   HC.7.013   DELEGATION OF AUTHORITY   AUGUST 2002

The parties to this contract, in their discretion, may delegate to representatives within their respective organizations any of their ministerial functions in connection with this contract, but may not absolve themselves of accountability for performance of said functions. All delegations of authority by the Contractor to fulfill the obligations of this contract will be made in writing to the Contracting Officer (CO), U.S. House of Representatives (House).

G.4   HC.7.021   CUSTOMER SURVEYS   APRIL 2003

The contractor shall be assessed on a periodic basis through use of customer surveys. Surveys will be conducted at least once per annum, though they may be conducted more frequently at the discretion of the House. Surveys shall be provided to the contractor at least fifteen (15) days prior to release for review and comment. Though the House will consider all comments submitted, the content and format of the survey is at the final discretion of the House.

Contractors will be required to provide a representative(s) to monthly meetings held by the COR to discuss performance measurements and other topics of importance to the contractors. Meetings will be scheduled as much in advance as practicable.

G.5   HC.7.009   KEY PERSONNEL   FEBRUARY 2005

a. The contractor shall assign key personnel by name and title. The contractor represents that the following individual(s) are key personnel who will provide the services to the House in connection with this contract. At a minimum, the contractor shall designate a program manager as key personnel.

b. For each person, provide the following information: individual's name, title, telephone number, and e-mail address.

c. Except as provided herein, the contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment or requested by the CO. Contractor personnel assigned to this contract as key personnel

are subject to approval of the CO. The contractor must notify the CO of changes to key personnel 30 calendar days prior to removal from the contract. Replacement personnel must be accepted in writing by the CO. The CO may require substitution of key personnel from contractor, and may require additional personnel to be added to the project. Proposed substitutes to key personnel must have qualifications equal to or better than those approved at the award stage. The CO will notify the contractor, after receipt of all required information (including resumes of substitutes), of the decision on substitutions within 10 business days.

G.6   HC.7.007   AUTHORIZED HOUSE REPRESENTATIVES   FEBRUARY 2005

a. Contracting Officer (CO):

> Lawrence Toperoff
> Room 333, Ford House Office Building
> U.S. House of Representatives
> Washington, DC 20515

1. Except as specified in paragraph (3) herein, no order, statement or conduct of House personnel who visit the contractor's facilities, or in any other manner communicate with contractor personnel during the performance of this contract, shall constitute a change (in scope, terms, conditions, requirements, pricing, and/or delivery schedules) under this contract.

2. The contractor shall not comply with any order, direction or request of House Personnel which would constitute a change under this contract, unless issued in writing and signed by the CO, or made pursuant to specific authority otherwise included in this contract.

3. The CO is the only person authorized to approve changes under this contract and, notwithstanding provisions contained elsewhere in the contract, said authority remains solely with the CO. In the event the contractor effects any change at the direction of any person other then the CO, that change shall be considered to have been made without authority and no adjustment in price shall be made in the contract to cover any increase in charges incurred as a result thereof. The CO may delegate certain responsibilities to authorized representatives.

b. Contracting Officer's Representative (COR):

> Name: TBD
> Title:
> Address:
> Phone:
> Fax:
> Email:

1. The COR, appointed by the contracting officer, is designated to assist in the discharge of the contracting officer's responsibilities. The responsibilities of the COR include, but are not limited to: determining the adequacy of performance and/or the timeliness of delivery by the Contractor in accordance with the terms and conditions of this contract; acting as the contracting officer in charge of work at the site; ensuring compliance with the contract requirements insofar as the work is concerned; advising the contracting officer and contract administrator of any factors which may cause delays in delivery and/or performance of the work; and conducting or witnessing the conduct of any inspections and/or tests that my be required by the contract. The COR does not have the authority to make any changes to the terms, conditions, requirements, pricing, and/or delivery schedules of the contract or direct the contractor to perform services outside of the scope of the contract.

2. Additional responsibilities of the COR are as follows:

> - Monitor and evaluate contract performance, including preparing Vendor Performance Evaluations.
> - Review, approve, and process contractor invoices.
> - Submit periodic report(s) to the Contract Administrator (CA).
> - Provide the CA with notification of intent to exercise options or renewals 90 days prior to expiration date.

c. Contract Administrator:

Name: Jim Tiani
Title: Procurement Specialist
Address: Ford House Office Building
   Washington, DC 20515
Phone: 202-225-7158
Fax: 202-226-2214
E mail: james.tiani@mail.house.gov

The contract administrator prepares all modifications to the contract, maintains the official contract file with all reports and other contractual documentation, and responds to contractual inquiries or concerns from the COR or contractor on behalf of the CO.

G.7 HC.7.005 PERFORMANCE MEASUREMENTS   FEBRUARY 2005

a. The contractor shall provide performance summary reports acceptable in content and format to the contracting officer's representative (COR). The reports shall be submitted on a date determined by the COR. The information provided will pertain to services provided the previous month. Specific information required will be developed by the COR. The contractor shall deliver supporting details of the summary information to the COR within ten calendar days. Failure to submit an acceptable performance report may subject the contractor to penalties for non-performance and/or jeopardize renewal of this contract. The general information shall include:

1.   Reporting Period
2.   Contractor's Program Manager's Name
3.   Work Accomplished During the Period (i.e. new installations, relocations, etc), including at a minimum:
4.   Anticipated Activity for Next Reporting Period
5.   Outstanding Issues and corective actions to be taken.

b. The contractor shall be assessed on a periodic basis through use of Vendor Performance Evaluations (VPEs). These VPEs shall be prepared by the COR at least once per year though they may be conducted more frequently at the discretion of the House. Any negative evaluations shall be provided to the contractor for comment and remediation.

G.8 HC.7.003 INVOICES   FEBRUARY 2005

a. The Debt Collection Improvement Act of 1996 requires that federal agencies pay recipients by electronic funds transfer (EFT). EFT is an improved, convenient, and secure method of payment. To enable the U.S. House of Representatives to send payments electronically to your financial institution, you must first complete an EFT enrollment form to provide your signature and certain information regarding your financial institution. Please visit the U.S. House of Representatives' Office of Finance and Procurement website at www.house.gov/finance for appropriate forms or call the EFT Help Line at 202-226-2277.

b. A proper invoice shall minimally include:

Contractor Name, Address, and Phone Number
Name of Contractor Point of Contact
House Contract Number
Invoice Number
Invoice Date
Invoice Page Number (each page of an Invoice shall minimally also contain the contractor Firm name, the invoice number, and the invoice date)

c. The House does not pay federal, state or local taxes unless mandated by law.

d. All follow-up invoices shall be marked "Duplicate of Original" on all pages. Contractor questions regarding payment information or check identification should be directed to the COR for follow-up with appropriate financial personnel.

G.9   HC.7.006   CONTRACT STATUS AND REVIEW MEETING   FEBRUARY 2005

The COR, CA, and authorized contractor representative(s) shall meet at least quarterly or more frequently as determined by the COR. The purpose of the meeting is to review the status reports, performance results, current/outstanding issues, and provide to the contractor any House-related informational materials. The goal is to keep track of performance, head-off any potential problems, resolve issues, and maintain a smoothly operating contract.

G.10   HC.7.002   MODIFICATIONS   FEBRUARY 2005

Administrative changes, e.g. address corrections, are approved by the CO. All other changes which change the scope of this contract, including additions or deletions, must be prepared in writing as formal modifications signed by both parties.

G.11   HC.7.011   PROGRESSIVE STEPS TO ENSURE SATISFACTORY   FEBRUARY 2005
                     CONTRACT PERFORMANCE

a. The Contractor shall bring all performance issues to the immediate attention of the COR. Likewise, the COR shall bring all real or apparent performance issues to the immediate attention of the Contractor. These issues will be documented and quickly resolved to the mutual satisfaction of both parties, provided such resolution is within the authority of the COR and in accordance with the terms and conditions of the contract.

b. If an issue cannot be resolved between the Contractor and the COR, or resolution would require a modification to the contract, the COR will immediately notify the CA and the CO by e-mail. The CA in conjunction with the COR, Contractor, and as may be required other subject matter experts, will attempt to resolve performance issues to the mutual satisfaction of both parties. If a modification to the contract is required the CA will make a recommendation to the CO and if approved prepare the modification and obtain all necessary approvals and signatures.

c. Issues that cannot be resolved by the CA will be brought to the attention of the CO who may pursue any of the remedies provided for under this contract up to and including termination.

G.12   HC.7.017   REMITTANCE ADDRESS   AUGUST 2002

The Contractor shall identify the address to which payments shall be made, if different from that of place of business. Payments are to be mailed to:

_____

_____

_____

G.13   HC.7.025   RELEASE OF CLAIMS   FEBRUARY 2005

After completion of work, and prior to final payment, the contractor shall furnish to the CO, a release of claims against the United States arising out of the contract, other than claims specifically excepted from the operation of the release.

SECTION H -- SPECIAL CONTRACT REQUIREMENTS

H.1   HC.8.001   INSURANCE   MAY 2001

The contractor shall carry and maintain, during the entire period of performance under this contract, the following. Workers' compensation and employee's liability insurance: minimum $100,000 per incident.

H.2   HC.8.002   IDENTIFICATION BADGES   FEBRUARY 2006

New contractor employees shall obtain a House identification/access pass issued by the House Sergeant at Arms before the employee enters on duty, if unescorted access is required outside of normal public building visiting hours. Public building visitor hours are Monday to Friday 7am to 7pm, and Saturday 7am to 1pm. House identification badges will not be issued to a contractor employee unless the Capitol Police forms for a background check are submitted in accordance with Clause HC-003 of this contract.

The contractor shall ensure that the employee surrenders the House identification/access card upon termination of employment or performance is no longer required under this contract. House identification/access cards shall be surrendered to the COR and reconciled within two business days following an employee termination or service release under this contract. A penalty in the form of damages shall be levied for failure to return House identification/access cards in the amount of $100 a month for each House identification/access card that is not returned to the COR within two business days following an employees termination or employee service no longer required under this contract. The damage amount will be prorated in the month of termination or release from service to the date the House identification/access card was to be returned to the COR and reconciled.

Final payment will not be made under this contract until all House identification/access cards that were issued under this contract have been returned, and a release provided to the contractor signed by the COR. If the contract is a concessionaire type contract, contractor equipment and supplies shall not be removed from House property until all House identification/access cards have been returned and a release provided to the contractor signed by the COR.

H.3   HC.8.003   PROSPECTIVE EMPLOYEE BACKGROUND CHECK   FEBRUARY 2006

a. The U.S. Capitol Police will screen all contractor employees working on this contract who have access to House facilities or information in the performance of Contract work. The COR will provide the Contractor with Capitol Police forms (CP-491 or equal) to be filled out and returned for each employee the contractor will have working in any capacity on the contract. Forms for each employee working on this contract shall be submitted prior to the commencement of work.

b. The employee shall be fingerprinted by the Capitol Police prior to working on the contract and a check made of criminal history records. If the Capitol Police, after having processed the forms, determine at any time that the employee is unsuitable or unfit for assigned duties, they will notify the CAO Human Resources, Director of Administration who will notify the COR and CO. The COR will then direct the contractor to immediately remove that employee from any work under this contract.

c. All contractor employees working on this contract with access to House facilities or information are required to be cleared by the Capitol Police, at a minimum of every three years. However, further background checks may be conducted at any time as is warranted.

H.4   HC.8.005   BENEFITS TO MEMBERS OF CONGRESS   MAY 2001

No Member, Delegate, Resident Commissioner, Officer of the House or Procurement Officer shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

H.5   HC.8.006   NEWS RELEASES   MAY 2001

No news releases, press conferences or advertisements pertaining to this contract will be made without prior written approval of the CO.

H.6   HC.8.007   AFFIRMATION OF NON-DISCLOSURE   AUGUST 2003

Due to the sensitive and confidential nature of information that the contractor may come in contact with during the performance of work at the House, the contractor and all personnel associated with this contract shall sign an "Affirmation of Non-Disclosure" prior to commencing work. The Affirmation of Non-Disclosure states in part that the individual signing the form agrees and understands they will not disclose any private or privileged information received in the course of service to the House. Please go to www.house.net.gov/cao-opp/currentsol to obtain the Affirmation of Non -Disclosure form.

H.7   HC.8.010   DATA OWNERSHIP/TRANSFER/ACCESS   JUNE 2001

The House and contractor agree that all data procured under this contract and data transferred by the House to the contractor shall remain the exclusive property of and in the exclusive control of the House. Parties further agree that access to or release of such information shall be governed by the laws applicable to the House. The contractor agrees to notify the House immediately if anyone requests any access to House information and further agrees not to provide access to or release any information without prior written approval by the House contracting officer. This includes Freedom of Information Act (FOIA) requests.

H.8   HC.8.016   GOVERNMENT LIABILITY   AUGUST 2002

Consistent with the Federal Tort Claims Act (28 U.S.C. § 2671, et seq.), the House shall not be liable for any injury to the Vendor's personnel or damage to the Vendor's property unless such injury or damage is due to negligence or a wrongful act or omission on the part of the House.

H.9   HC.8.024   INCIDENTAL SERVICES, TRAVEL, AND EXPENSES   JUNE 2002

Unless separately priced and awarded, the cost of all local (Washington, D.C. metropolitan area) services, travel, and any other expenses incurred incident to performance of work shall be borne by the contractor.

H.10   HC.8.013   COMPLIANCE WITH EMERGENCY PROCEDURES   JUNE 2002

For contractors working in House spaces, the contractor agrees to post in all work areas a CAO provided Emergency Evacuation Plan and to instruct all its employees regarding their obligations to follow such plans. Additionally the contractor must also provide the COR with the names of a designated Emergency Monitor and Alternate Monitor for each work area and comply with all safety requirements of the CAO and the House of Representatives. The contractor must also prominently post additional evacuation plans as requested by the CAO. In the event of a fire or other emergency, the contractor will ensure that it will provide notice to the Capitol Police by calling 911.

SECTION I -- CONTRACT CLAUSES

I.1   HC.9.001   AUTHORIZED CHANGES ONLY BY THE CONTRACTING   MAY 2001
                              OFFICER

a. Except as specified in paragraph (b) herein, no order, statement or conduct of House personnel who visit the contractor's facilities, or in any other manner communicate with contractor personnel during the performance of this contract, shall constitute a change under this contract.

b. The contractor shall not comply with any order, direction or request of House personnel, unless issued in writing and signed by the CO, subject to the policy direction and oversight of the Committee on House Administration, or made pursuant to specific authority otherwise included in this contract.

c. The CO is the only person authorized to approve changes in any of the requirements of this contract and, notwithstanding provisions contained elsewhere in this contract, said authority remains solely with the CO. In the event the contractor effects any change(s) at the direction of any person other than the CO, that change shall be considered to have been made without authority and no adjustment in price shall be made in the contract to cover any increase in charges incurred as a result thereof.

I.2   HC.9.002   OBSERVANCE OF LAWS   MAY 2001

a. In connection with the performance of work under this contract, the contractor agrees not to discriminate on the basis of race, religion, color, sex, national origin or disability.

b. The contractor shall comply with all applicable laws of the United States with respect to the conduct of its employees and operations.

I.3   HC.9.003   DISPUTES   MAY 2001

Any dispute shall be decided by the CO, who shall reduce the decision to writing and mail or otherwise furnish a copy thereof to the contractor. Within thirty (30) calendar days from the receipt of such copy, the contractor may appeal in writing by mail to the CAO. The CAO's decision shall be final. The contractor may appeal the CAO's decision to the Committee on House Administration only for violations by the CAO for failure in following procedural guidelines within 10 calendar days of the CAO final decision. If no such appeal is taken, the decision of the CO shall be final and conclusive. In connection with any proceeding under this clause, the contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute, the contractor shall proceed diligently with the performance of the contract and in accordance with the CO's decision.

I.4   HC.9.004   AVAILABILITY OF FUNDS   MAY 2001

The House's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the House for any payment may arise until funds are made available to the contracting officer for this contract.

I.5   HC.9.005   DISCRETIONARY CONTRACT - IDIQ   MAY 2001

Use of this contract vehicle to obtain the products and/or services provided herein is at the sole discretion of each House Office. No legal liability on the part of the House exists for any minimum order quantity or that all products and/or services provided herein must be obtained exclusively through this contract vehicle (i.e. a "requirements" contract).

I.6   HC.9.007   ORDER OF PRECEDENCE   MARCH 2002

In the event of an inconsistency between provisions of this contract, the inconsistency shall be resolved by giving precedence in the following order: (a) contract statement of work; (b) other provisions of this contract, whether incorporated by reference or otherwise.

I.7   HC.9.008   TAX EXEMPTION   JUNE 2002

Unless otherwise provided by statute, the House is exempt from all taxes, including any sales and use taxes.

I.8   HC.9.009   COMPLIANCE WITH ALL LAWS   JUNE 2002

Contractor warrants that the products sold or services furnished under this order have been produced or furnished in full and complete compliance with all applicable laws and regulations. Contractor agrees to execute, upon the House's request, the House's standard form of Certification of Compliance covering any law or regulation, which Certification of Compliance form, upon execution by contractor, shall become a part hereof without further reference thereto. Contractor further agrees to hold the House harmless from any and all liabilities, claims, fines, penalties, including reasonable costs and settlements, which may arise out of the delivery by contractor of items which do not meet the requirements of any applicable laws or regulations.

I.9   HC.9.010   LIABILITY OF THE HOUSE   JUNE 2002

Consistent with the Federal Tort Claims Act (28 U.S.C. § 2671, et seq.), the House shall not be liable for any injury to the contractor's personnel or damage to the contractor's property unless such injury or damage is due to negligence or a wrongful act or omission on the part of the House.

I.10   HC.9.011   LIABILITY OF THE CONTRACTOR   JUNE 2002

Contractor assumes all risk of loss of or damage to any property of the House entrusted to contractor while in contractor's possession or otherwise under contractor's control. In the event of loss or irreparable damage, contractor shall promptly reimburse the House for the value of the article. Any other damage shall be promptly repaired by contractor at contractor's expense.

I.11   HC.9.012   TERMINATION   JUNE 2002

The House has the right to terminate this order in whole or in part at any time with 30 day written notice to the contractor. In such event, contractor may claim only properly supported out-of-pocket costs plus a reasonable amount of demonstrable related charges for the work already performed, all to be determined in accordance with generally accepted accounting procedures. For specially prepared products, unique to the House's order, any partially completed work or raw materials whose full costs are included in the termination charges shall be identified in writing and held by contractor for disposition in accordance with the House's written instructions. Notwithstanding the foregoing, the House reserves the right to cancel all or any part of the undelivered portion of this order, without liability, in addition to the House's other rights and remedies, if contractor breaches any of the terms and conditions herein.

I.12   HC.9.013   GRATUITIES   JUNE 2002

This order may be terminated if it is determined by the House that a gratuity (e.g., an entertainment or gift) was offered or given to any Member, officer, or employee of the House with the intention of obtaining this order or gaining favorable treatment under this order. No Member, officer, or employee of the House shall share any personal benefit of this order.

I.13   HC.9.014   ASSIGNMENT   JUNE 2002

Neither this order nor the obligation of contractor to perform hereunder shall be assigned or delegated by contractor without the House's consent. Waiver by either party of any default by the other hereunder shall not be deemed a waiver by such party of any other, subsequent default. None of the provisions, terms and conditions contained in this order may be added to, modified, superseded or otherwise altered except by a written instrument signed by the authorized representative of the party against whom its enforcement is sought, and each shipment received by the House from contractor shall be deemed to be only upon the terms and conditions contained herein regardless of any contrary or additional provisions contained in any acknowledgement, invoice or other form of contractor and not withstanding the House's act of accepting or paying for any shipment or similar act of the House.

I.14   HC.9.015   HOUSE RULES   MAY 2002

This contract shall be governed in accordance with House Rules and regulations and all applicable statutes regarding performance and any dispute arising therefrom.

SECTION J -- LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

J.1   ATTACHMENTS

CMS Provider Attachments

Item #	Description	# Pages
1	Basic features	3
2	XML Tag	1
3	Instruction For Submitting Application Informantion	22
4	House Minimum Technical Standards for Support Equipment	5
5	Data Exchange Format	18
6	Hardware/Software InstallationChecklist	8
7	Federal Holiday Schedule	1
8	House Supported Software List	1
9	Testing Script Format	17

SECTION K -- REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

K.1   HC.11.019   SIGNATURE   **AUGUST 2002**

I certify that these representations, certifications, and other statements are complete and accurate to the best of my information, knowledge, and belief.

_____   _____
                NAME OF OFFEROR   DATE

_____
             SIGNATURE OF PERSON
             AUTHORIZED TO SIGN

_____
           PRINTED NAME OF PERSON
             AUTHORIZED TO SIGN

K.2   HC.11.004   COMPANY BACKGROUND   **JULY 2001**

All offerors will be required to submit proposals to include the following information concerning the company background:

a.   Legal name of the company.

b.   Brief Business history to include mission statement to include the scope of quality service, customer
       care and philosophy in dealing with the House as a potential client.

c.   Key point of contact (POC) list and telephone number.

K.3   HC.11.020   BUY AMERICAN ACT CERTIFICATION   **MARCH 2004**

(a) The offeror certifies that each end product, except those listed in paragraph (b) of this provision, is a domestic end product and that the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products. The terms "component," "domestic end product," "end product," "foreign end product," and "United States" are defined in the clause HC.9.019 of this solicitation entitled "Buy American Act."
(b) Foreign End Products:
End Product: [List as necessary]   Country of Origin: [List as necessary]

K.4   HC.11.007   ELIGIBILITY FOR AWARD   **JULY 2001**

The offeror certifies that it is eligible for award of a contract resulting from this solicitation and that it has not been barred, suspended or otherwise rendered ineligible for award of a federal government contract, nor has the offeror within a 3-year period preceding this

offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, state or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; and, is not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in this provision.

K.5   HC.11.001   GENERAL REQUIREMENTS   JULY 2001

Offerors shall be individuals, partnerships, or corporations regularly engaged in the business covered by the specifications and possessed of satisfactory financial resources and technical ability, and of equipment and organization to insure satisfactory completion of the contract, and who have established a satisfactory record in the past. Offerors shall, if requested by the CO, furnish promptly any information, which the CO may consider necessary to establish their competency for the work.

The offeror certifies by submission of this proposal and resultant contract that the offeror has not publicly or privately colluded with any other offeror to fix prices or conditions of this contract.

K.6   HC.11.009   PERIOD FOR ACCEPTANCE OF PROPOSAL   JULY 2001

In the event the offeror receives award of this contract, the award shall be based on the prices set forth in the offeror's proposal provided that the House makes the award of the contract within 160 calendar days after receipt of the offer.

SECTION L -- INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

L.1   HC.12.002   CONTENT OF PROPOSALS   **OCTOBER 2001**

Each proposal shall be sufficiently complete and organized to ensure that evaluation can be made on the basis of its content. It is important that the proposal be organized as specified since the score sheet used during the evaluation will parallel the order specified in the solicitation. Offerors are reminded to avoid excessively lengthy or overly extravagant proposals. Proposals that do not address all of the elements and requirements, in the order contained herein, shall be disqualified from further consideration.

Administrative and Price Proposal shall be divided into the following distinct and marked parts:

(1) Section A of RFP. Offeror shall insert Section A of this solicitation with all required/applicable blocks completed.

(2) Section B Price Schedules. Offeror shall include with Section B a proposed price (s) which will address all requirements as well as others the offeror may wish to offer.

(3) Section G Contract Administration. Offeror shall complete the required sections of Section G.

(4) Section K Representations, Certifications, And Statements of Offeror. Offeror shall complete the required clauses of Section K.

(5) Technical and Management Approach. Offeror shall provide pertinent experience and qualification in conducting similar services as stated in the solicitation, and specifically, corporate stability and sound organizational qualities. Detail your plan offering. Demonstrated financial capability sufficient to provide resources to finance day-to-day operations for legislative branch customers. Personnel proposed to work on this effort should be included in this section supported with a resume or work history. Please ensure that you specifically address how CMS upgrades will be handled.

(6) References. Offeror shall provide references for three current (within three years) customers. Please include customers name , address, name and title of the client contact, and telephone number.

L.2   HC.12.003   SUBMISSIONS   **MARCH 2004**

Offerors shall submit their proposal via email in MS Word or PDF format to james.tiani@mail.house.gov by the date and time as identified on page 1 block 9. The electronic copy will serve as compliance for the due date and time requirement identified on page 1. The proposal shall be prepared in such format and detail as to enable the House to make a thorough evaluation thereof, and to arrive at a sound determination as to whether or not the offeror can meet the House's requirements. One hard copy original shall be mailed no later than the date identified in block 9 page 1. Proposal packages shall be sealed in a suitable container, and all containers shall clearly identify firm name and address and Solicitation Number. Proposals shall be submitted to the address shown on page 1 block 7. Facsimile proposals will NOT be accepted.

A PRE-PROPOSAL CONFERENCE will be held on Wednesday, January 17, 2007 at 10:00am, room 108 in the Ford House Office Building which is located at 441 2nd & D Street SW Washington , DC. Offers shall be limited to three attendees. Names must be supplied at least one day prior to pre-proposal conference. by email to james.tiani@mail.house.gov.. Questions should be submitted in writing via email in advance of pre-proposal conference to james.tiani@mail.house.gov.. No questions will be accepted following the pre proposal conference.

L.3   HC.12.007   ACKNOWLEDGEMENT OF AMENDMENTS TO   **JULY 2001**
                       SOLICITATIONS

Offerors shall acknowledge receipt of any amendments to this solicitation requiring bi-lateral signature;

(1) by signing and returning the amendment,

(2) by identifying the amendment number and date in the space provided for this purpose on the form for submitting an offer; or

(3) by letter or telegram if authorized, The contracting officer must receive the acknowledgment by the time specified for receipt of offers.

SECTION M -- EVALUATION FACTORS FOR AWARD

M.1   HC.13.001   EVALUATION FACTORS FOR AWARD   JULY 2001

The House intends to make multiple awards to offerors whose proposals meeting the minimum requirements as stated in this RFP. Proposals will be evaluated based on the following evaluation factors that are all equal importance:

(1) Management approach/inclusiveness of items identified in Section C

2) Technical approach/ inclusiveness of items identified in Section C.

(3) Corporate capabilities and as well as experience of individuals proposed.

(4) Past performance

(5) Price

Note Oral presentations may be required.
The proposal is presumed to represent the offeror's best efforts to respond to the solicitation. Any inconsistency, whether real or apparent between promised performance and price, must be explained in the proposal. For example, if unique and new approaches are the basis for an abnormally low estimate, the nature of these approaches and their impact on price must be explained. Any significant inconsistency, if unexplained, raises a fundamental issue of the offeror's understanding of the nature and scope of the work required. It also may reflect on the offeror's ability to perform the contract within the financial restraints and may be cause for rejection of the proposal. The burden of proof as to price credibility rests with the offeror.

1. Risk Assessment. Price proposals will be evaluated to identify and assess potential risks, which may be inherent in the offeror's approach. The estimated costs to correct any deficiencies in the offeror's proposal will also be evaluated.

2. Price Realism. Proposed pricing will be evaluated not only to determine if the price is reasonable, realistic, and affordable, but also to determine the offeror's understanding of the requirements.

Attachment 1
Basic and Advanced Features for House Correspondence Management Systems

Functional Area	Basic (Minimum Required) Capabilities/Features	Advanced (Optional) Capabilities/Features	Comments/Explanations
Data Storage	- Identity Information - Name (First Middle Last) - Titles - Salutation - Gender - Special relationships/associations - Deceased flag - Address information - Business address, street, CSZ - Home address, street, CSZ - Phone numbers (fax, cell, Home, Business) - Email address - Constituent Codes (subject, group affiliations, etc.) - Household Information (head of, or member of household) - History Information (correspondence, case work)	- International phone numbers - Multiple email addresses - Pager numbers - Notes fields - URL - Birth date - Social Security Numbers - Staff member work flow (tasks, notes, ticklers, etc.)	
Data Entry	Basic data entry capabilities.	- Ability to auto-fill pre-defined data for large data entry jobs such as postcards, form letters, and surveys. - Zip code entry should auto-fill city, state, and zip information. - Ability to scan entire database for duplicates when a new record is created. - Automatic USPS address standardization on address entry.	
Search	- Record ID numbers - Address information - Business name, street, CSZ - Home name, street, CSZ - Constituent Codes - Household member information - History information containing letters, casework, notes, etc.	- Ability to use search strings. - Ability to search all data fields. - Ability to do "sounds-like" searches	

Attachment 1
Basic and Advanced Features for House Correspondence Management Systems

Functional Area	Basic (Minimum Required) Capabilities/Features	Advanced (Optional) Capabilities/Features	Comments/Explanations
Record Selection/Update	▪ Capability to select or query all major or required data fields for the purposes of constructing mass mailings or reports. ▪ Ability to automatically add constituent codes, form letters, or information to a selected group of data records.	▪ Ability to do complicated queries/selects (multiple combinations of data criteria. ex: selecting city, head of household and then excluding people with a certain code.). ▪ Ability to save and recall searches ▪ Ability to merge saved lists.	
Targeted Mass Mailings	▪ Ability to print large mass mailing created from large groups of selected constituent records. ▪ Ability to split targeted mass mailing batches in to smaller batches. ▪ Ability to see progress of targeted mailings during the print process. ▪ Ability to start and stop batches during printing.	▪ Ability to remove individual members from targeted mailing batches. ▪ Ability to add individual members to targeted mailing batches. ▪ Ability to search duplicate records within a created mass mailing. ▪ Ability to e-mail targeted mass mailings	
Record Householding and Merging	▪ Ability to search databases for duplicate records and creates files for merging. ▪ Ability to household or group constituent records together that live at the same address. ▪ Ability to search constructed queries/selects for householding and merging.	▪ Ability to alert data entry person that a duplicate record exists if a duplicate record is being created.	
Bulk Updates from External Data Sources	▪ Voter Registration Lists and other sources of constituent data ▪ Ability to update addresses from USPS data (Fast Forward) and identify constituents that no longer exist in USPS data		In most cases, this will be a service the systems integrator provides at extra cost. The inclusion of this feature in this list does not indicate that the office should be able to perform these updates without systems integrator assistance.

Reports	▪ System reports
	  ▪ Mail history
	  ▪ Casework history
	  ▪ Unanswered mail reports
	▪ Constituent Code counts
	▪ Population counts
	  ▪ City
	  ▪ State
	  ▪ Zip
		▪ Address and phone lists	

Attachment 1
Basic and Advanced Features for House Correspondence Management Systems

Functional Area	Basic (Minimum Required) Capabilities/Features	Advanced (Optional) Capabilities/Features	Comments/Explanations
System Management and Security	• The ability to grant/control access using both the operating system and application utilities. • The ability to create user accounts in the application. • The ability to grant/control access to application settings (e.g. constituent codes) separate from constituent data.		
Legislative Tracking		• Function allowing Legislative staff to track Bills and Laws through the legislative process.	

Member Information Database		• Database of House and Senate member records that may contain:
		  • Records contain office address, key staff contacts, and phone numbers.
		  • History fields for dear colleagues and/or individual letters.	

Scheduling		• Ability to track Member and/or staff appointments and print calendars.	
Integration with House infrastructure and products		• Integration with House E-mail system (ex: ACS IMA). • CMS record import/export features for label printing.	

Attachment 2

House XML Tag Set
Version 1.0

<WRP></WRP>	Wrapper to indicate beginning and end of content.
<PREFIX></PREFIX>	Salutation (Mr., Mrs., Miss, etc.)
<FIRST></FIRST>*	First Name
<LAST></LAST>*	Last Name
<ADDR1></ADDR1>*	Street Address
<ADDR2></ADDR2>	Additional Address Such as Apt. or Room No.
<CITY></CITY>*	City
<STATE></STATE>*	State preferably two digit postal code
<ZIP></ZIP>*	Five or nine-digit ZIP Code
<EMAIL></EMAIL>*	Properly formatted email address
<PHONE> </PHONE>	Phone Number
<ISSUE></ISSUE>	Subject field or issue area
<AFFL></AFFL>	Organization Affiliation
<TYPE> </TYPE>	Constituent mail or Casework
<MSG></MSG>*	Content of Message
<RSP></RSP>	Response Requested (value submitted to the CMS should be a Y or N)

* Required fields

While the order in which tags appear on a message is not critical, we will suggest messages appear in the following format.

```
<WRP>
<PREFIX>Mr.</PREFIX><FIRST>Bob</FIRST><LAST>Smith</LAST>
<ADDR1>Any Street</ADDR1>
<CITY>Any Town</CITY>,<STATE>Any State</STATE><ZIP>00000</ZIP>
<ISSUE>Any Issue</ISSUE>
<MSG>
This is my comment on this issue.

It is multiple lines.

Sincerely,

Bob Smith
</MSG>
<RSP>N</RSP>
</WRP>
```

Other Possible Tags

<BILL></BILL>	Bill number for legislation (H.R. 22)
<COMMITTEE></COMMITTEE>	Committee on Jurisdiction

Attachment 3

The United States House of Representatives

Instructions for Submitting Correspondence Management System Application Information

The United States House of Representatives

House Information Resources
Information Systems Security Office
(202) 226-4988

[Enter System Name]

Date: [Enter date document was prepaid]

Name of Author: [Enter name of author]

Author's Organization: [Enter organization of author]

Author's Telephone Number: [Enter telephone number of author]

Author's E-Mail Address: [Enter e-mail address of author]

Table of Contents

Table of Exhibits

1.0   General Instructions

The following information will aid the author during the process of modifying this document.

- For each section listed, instructions or examples are provided. Instructions are listed in bold-italics print. Instruction text should be deleted. Examples are emphasized using an "E X A M P L E" header. The information that follows this header may be revised with application specific information or deleted if not needed. The intent of example text is to describe the sprit of how the section should be crafted, not to provide technical guidance. As such, example text may not be entirely technically accurate.

- Many sections contain "canned" information that is relevant to all applications. This information should be retained within the document. Additional narrative should be provided as needed.

- Text in brackets "[]" should be filled in with the appropriate information.

2.0 System Overview

Provide a system overview that describes the function, purpose, and type of information processed by the application. This should include a work flow process diagram that demonstrates the high-level functionality of the system.

E X A M P L E

The Time Entry System (TES) gathers information on hours worked for all bi-weekly employees. The web-based system allows employees to electronically enter hours worked for the pay period, replacing the need for paper time sheets. Managers have access to the system for approvals and for generation of reports to help analyze issues such as labor distribution, patterns of time, and absences.

TES interfaces with ACME, Inc.'s outsourced employee payroll processing vendor, Payroll Processing, Inc. (PPI). Approved time entered into the system is transferred to PPI for processing. Once this data has been processed, disbursement, withholdings, and payroll tax information is calculated and is transferred back to the Central Financial System (CFS).

Exhibit 1 depicts the work flow process diagram for TES.

Exhibit 1:   Application Work Flow Process
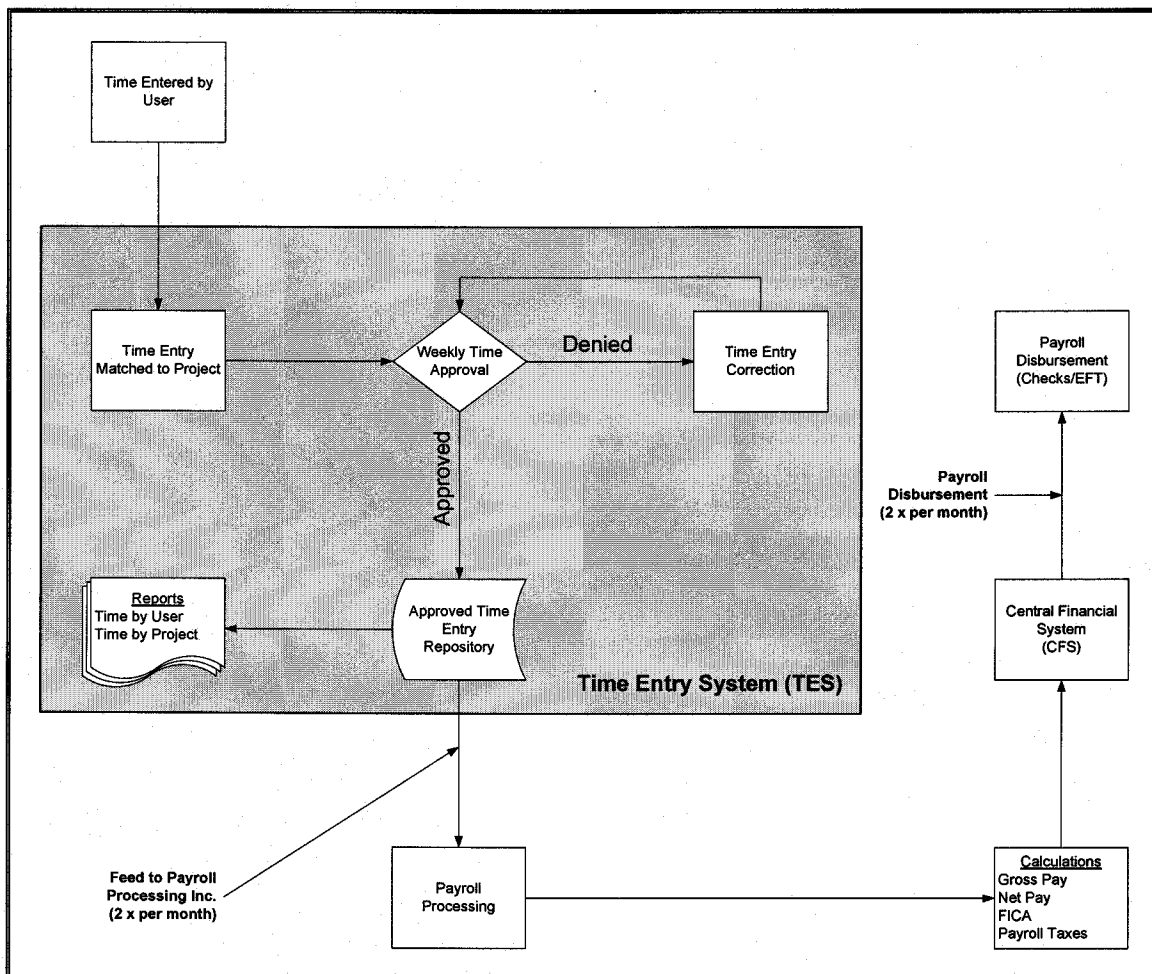
As depicted in Exhibit 1, TES users enter their time worked into the system. Users assign their hours worked to the various projects that they are authorized to bill against. All users are required to complete their time entry by 5:00 PM on Friday of each work week.

All time information entered by employees requires manager approval. Approved time is stored for later processing. Time entered that has been denied must be corrected and re-approved by managers before being stored.

On the 14th and the next to last day of each month, time entered for the payroll period is transferred to PPI. PPI calculates the gross pay, net pay, and withholdings for each employee. Additionally, corporate payroll tax obligations are calculated. The calculated data is returned to ACME, Inc. the next day where it is processed by CFS. CFS incorporates this information into the general ledger and processes EFT/paper check disbursements for employee payroll.

3.0   Point of Contact Information

Use Exhibit 2 below to define the application's administrative roles. The exhibit contains sample text that should be replaced.

Exhibit 2:   Administrative Roles and Personnel

Category	Administrative Roles and Personnel			
Organization	Information Services	Information Services	Time Management Inc.	Time Management Inc.
Name	Ms. Donna Parks	Mr. David Green	Mr. James Martin	Mr. Marlow Jamison
Title	TES Project Manager	Systems Administrator	Database Administrator	Application Administrator
Location	Campus Commons Building A	Campus Commons Building B	Arlington Business Park, Suite 302	Arlington Business Park, Suite 302
Room	Room 636	Room 165	Room 233	Room 133
Phone	(808) 555-2229	(808) 555-1288	(709) 555-8613	(709) 555.2395
Comments / Description	1. Managing the daily operations of TES. 2. Serving as the primary liaison for application related issues. 3. Coordinating internal staff and vendor support. 4. Ensuring TES is compliant with applicable policies and guidelines	1. Providing systems administration on all TES servers. 2. Ensuring hardware is operational. 3. Monitor system performance and OS alerts. 4. Installing system wide software.	1. Day-to-day monitoring and care of the application databases. 2. Responsible for system tuning as well as the structure of the tables. 3. Add and delete database users and assignment of security roles.	1. Coordinating with application vendor concerning issues. 2. Troubleshooting application issues. 2. Administration of application user accounts and permissions. 3. Configuration of application components.

4.0   Operational Status

Use Exhibit 3 below to define the operational status for each application environment. Several predefined environments are provided. Not all environments may be applicable to the application and may be removed. The status for each environment should be listed as Completed, Operational, Under Development, or Undergoing major modification. The exhibit contains sample text that should be replaced.

Exhibit 3:   Operational Status

Environment	Status	Comments
Pilot	Completed	Pilot phase was completed in January 2004.
Test	Operational	Test, development, and production environments were brought online in September 2004.
Development	Operational	Test, development, and production environments were brought online in September 2004.
Production	Operational	Test, development, and production environments were brought online in September 2004.
Alternate Site	Under development	A hot standby instance of TES is currently under development. This is scheduled for operational status in October 2005.

5.0   System Architecture

The following sections describe the system architecture of the application. The discussion is divided into three parts:

- System Environment;

- Software Components; and,

- Interconnected Systems.

5.1   System Environment

Provide a description of the technical system. This section shall contain an architectural diagram depicting the system and include any environmental or technical factors that raise special security concerns (dial-up lines, Internet connections, connected systems, etc.) Additionally, this section should discuss the primary computing platform(s) used and describe the principal system components including hardware and communications resources. It should also depict and/or discuss test, development, production, and alternate computing environments associated with the application.

EXAMPLE

TES is a web-enabled, three tier architecture consisting of a web server, application server, and database server. The system completely automates the collection and preparation of weekly timesheets and operates securely over the Internet and the local intranet. Exhibit 4 depicts the overall architecture of the system.

Clients connect to the web interface of the system using a Microsoft Internet Explorer browser. Once authenticated, users have access to their system profile that allows them to enter their weekly time information. This information is then periodically processed by the system and transferred to a third-party payroll service (Payroll Processing, Inc.) for additional processing. This transfer is facilitated by the file server located in the DMZ network. Ultimately, data that has been processed by Payroll Processing, Inc. is transferred back to CFS for payroll disbursement and accounting purposes.

As depicted in Exhibit 4, the system's web, application, and database servers reside on the internal server network. Access to the TES servers is controlled by the internet gateway firewall. In general, only those services necessary for the operation of the system are available to users and external systems. Detailed access control information is discussed in sections 6.0 and 8.0 of this document.

The exception to the previous statement is the private, dedicated management network connection to Time Management Inc. (TMI). TMI is the provider of the TimeSheets application which forms the basis of TES. TMI provides outsourcing services in the areas of database and application management for the TES application. This service is provided via the dedicated point-to-point 512 kbps connection between TMI and the dedicated management network for TES. Each

---

TES server is dual homed; one network interface card is dedicated to the management network. The other interfaced card is located on the server network. IP routing is disabled between the interfaces on the servers. As a result, data cannot be routed between the management and server networks.

Exhibit 4:   System Architecture
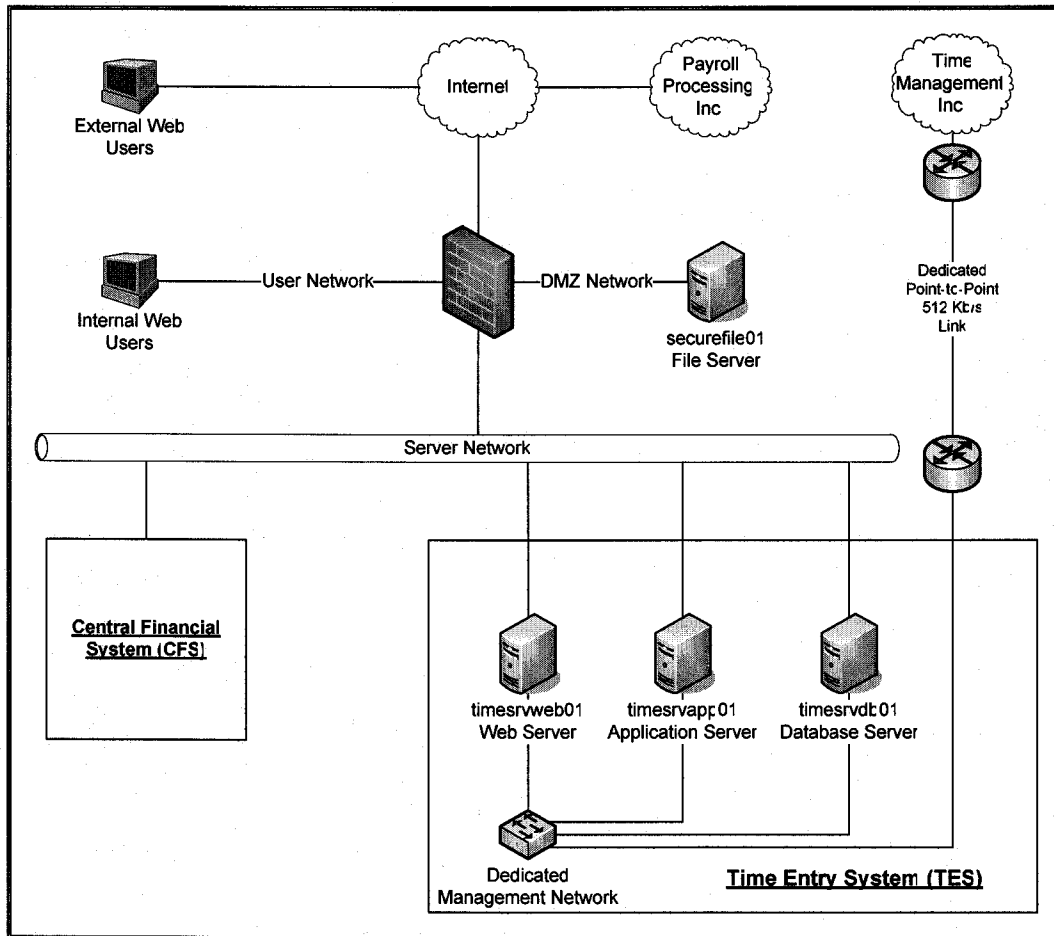
TES is complemented by a testing and development environment (not shown in Exhibit 4.) The testing and development systems are identical to the production environment. Both the testing and development environment s are located on the dedicated management network to ensure separation from the production network.

5.2   Software Components

Use Exhibit 5 below to list the software used within the application. Ensure that version numbers are accurately listed. The exhibit contains sample text that should be replaced.

Exhibit 5:   Software Components

Product Role	Vendor	Product Name & Version
Clients	Microsoft	Windows 98/2000/XP

Product Role	Vendor	Product Name & Version
	Microsoft	Internet Explorer 6.0 SP1 (or better)
Web server	Microsoft	Windows 2000 Advance Server
	Microsoft	Internet Information Server (IIS) 6.0
	Tripwire Inc.	Tripwire for Servers 2.4
	Veritas	NetBackup 4.5
	NetIQ	NetIQ Security Manager Agent 5.1
	RSA	RSA Authentication Agent for Microsoft Windows 6.0
	Time Management, Inc.	TimeSheets 3.2 Agent
	Trend Micro	OfficeScan 6.5
Application Server	Microsoft	Windows 2000 Advance Server
	Time Management, Inc.	TimeSheets Application Server3.2 / Database Connection Agent
	Tripwire Inc.	Tripwire for Servers 2.4
	Veritas	NetBackup 4.5
	NetIQ	NetIQ Security Manager Agent 5.1
	RSA	RSA Authentication Agent for Microsoft Windows 6.0
	Trend Micro	OfficeScan 6.5
Database Server	Microsoft	Windows 2000 Advance Server
	Microsoft	MSSQL 2000 Enterprise Edition
	Tripwire Inc.	Tripwire for Servers 2.4
	Veritas	NetBackup 4.5
	NetIQ	NetIQ Security Manager Agent 5.1
	RSA	RSA Authentication Agent for Microsoft Windows 6.0
	Trend Micro	OfficeScan 6.5
File Server	Microsoft	Windows 2000 Advance Server
	Foxit Software	WAC SFTP Server 2.0
	Tripwire Inc.	Tripwire for Servers 2.4
	Veritas	NetBackup 4.5
	NetIQ	NetIQ Security Manager Agent 5.1
	RSA	RSA Authentication Agent for Microsoft Windows 6.0
	Trend Micro	OfficeScan 6.5

5.3 Interconnected Systems

The following sections list and describe systems that are interconnected to the application for the purpose of providing functional or operational services.

The section is broken into two parts, internal and external systems. Internal systems are those systems that interact with the application and are located on the House network. External systems are those systems that interact with the

application and are located outside the perimeter of the House network. External systems require additional security considerations.

5.3.1   Internal Systems

Provide a brief description of all internally interconnected systems and the purpose of each.

EXAMPLE:

TES does not share a direct connection to any ACME Inc. internal systems although information between TES and CFS is shared indirectly. Twice a month, data is transferred to ACME Inc.'s outsource payroll processing service via a secure file transfer. The TES application server, timesrv01, initiates a Secure File Transfer Protocol (SFTP) connection to the secure file server, securefile01, located in our DMZ network. Securefile01 runs a windows-based version of the Secure Shell version 2 (SSH2) server which supports the SFTP protocol. With SFTP, encryption is started before authentication. No information is ever transmitted in clear text.

Once this transfer is complete, a second SFTP connection is initiated from securefile01 to a file server located at Payroll Processing, Inc for processing (see section 5.3.2 for details concerning this external connection.) Once processed, this data is transferred back into CFS, also via a secure file transfer. For more information concerning the data transfer into CFS, consult the CFS System Security Plan.

5.3.2   External Systems

Provide a brief description of all externally interconnected systems and the purpose of each.

EXAMPLE

TES Management Network

TES maintains an external connection to Time Management, Inc. TES does not interact with and specific systems located at TMI; rather the connection is maintained for the purpose of maintenance, management, and administration of the application and its components. ACME has outsourced these services to TMI. Specifically, TMI:

- Provides TES database administration;
- Tests and applies application patches;
- Tests and applies major updates; and,
- Customizes web content for the TES user interface.

Exhibit 6:   Management Network
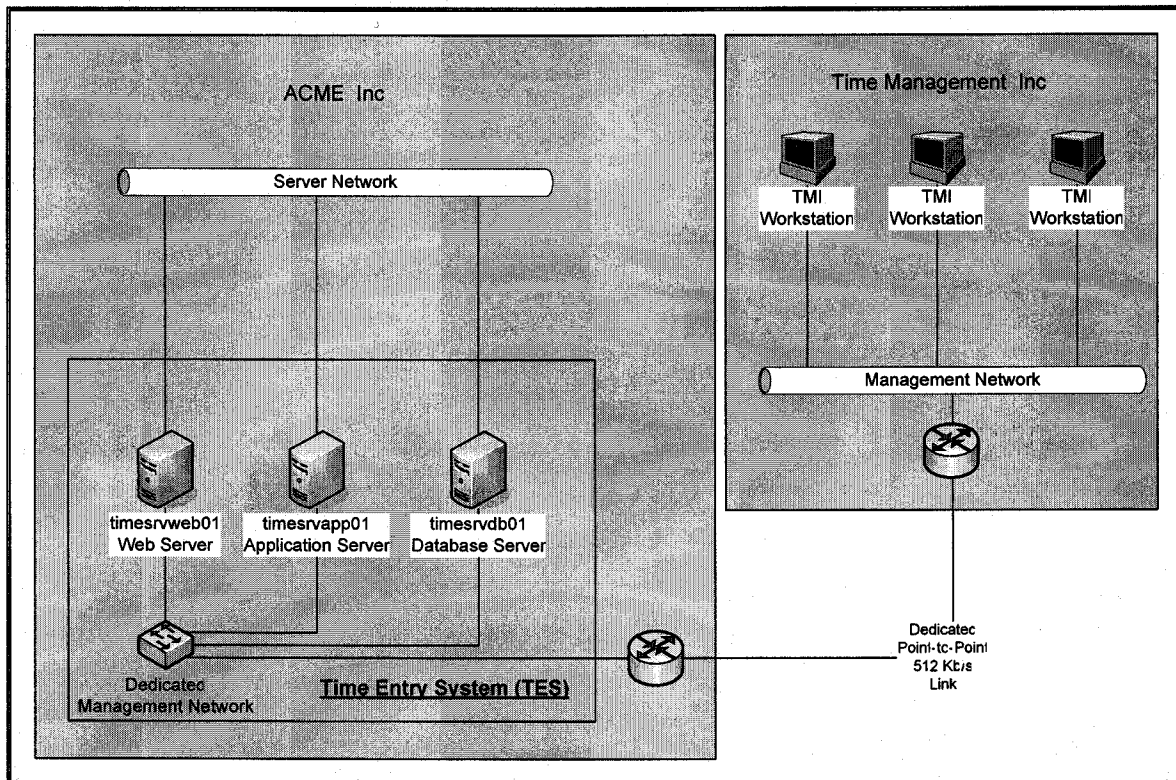
As depicted in Exhibit 6, three TMI workstations are connected to the management network via a point-to-point network connection. These workstations are used by TMI engineers to maintain, manage, and administer the TES application. This management network is physically separated from the rest of the TMI internal network.

TMI engineers are required to authenticate to all TES servers (production, test, and development) using two-factor strong authentication provided by RSA SecurID. Additionally, TMI engineers are required to follow all ACME change control procedures when affecting changes to the system.

Payroll Processing
TES maintains an indirect external connection to our outsourced payroll processing vendor (Payroll Processing, Inc.) in the form of a data transfer facilitated by a secure file server. Exhibit 7 depicts the topology associated with this external connection.

Exhibit 7:   Secure File Transfer
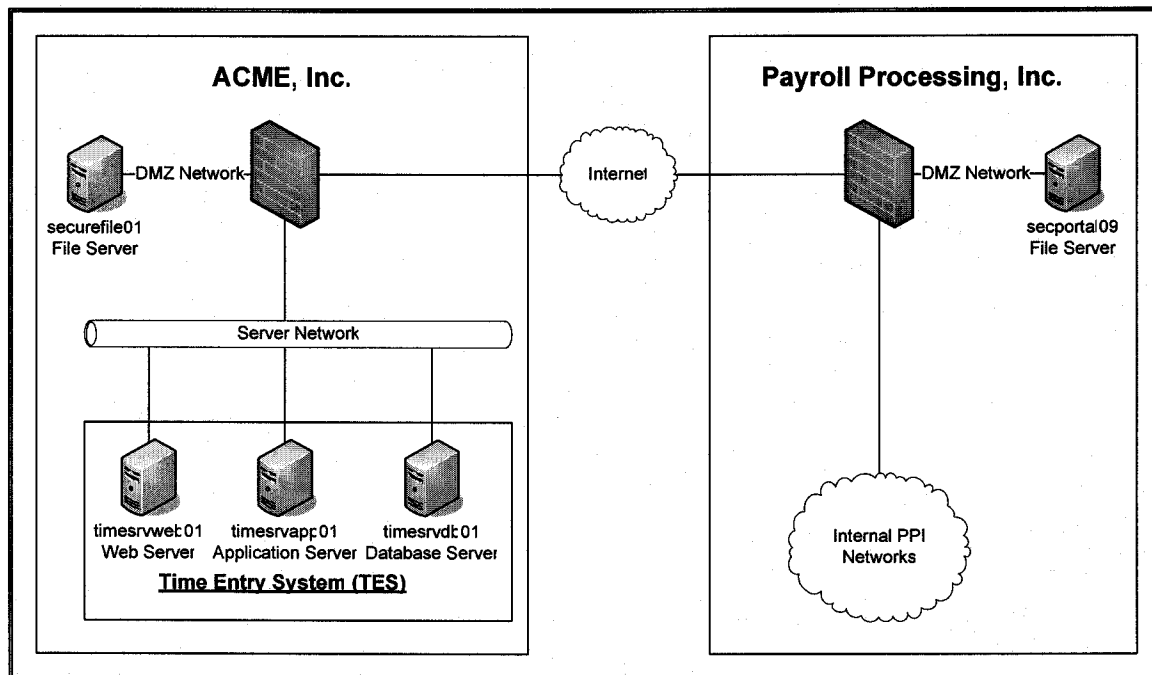
Twice a month, securefile01 initiates a secure file transfer to secportal09 located at PPI. PPI's fileserver is located on a DMZ network that is physically separated from other PPI network segments. The transfer is automated via a scheduled process on securefile01. The scheduled process invokes a script that checks for the existence of the file to be transferred to PPI. If it exists, it initiates the secure connection to the PPI file server running SSH2 with SFTP subsystem support. If the file does not exist, an email alert is sent to systems, database, and application administrators of the TES system.

6.0   Data Processing Flow Description

This section is used to describe the data processing flow of the application from a security perspective. The section contains two important exhibits: a data processing flow diagram and a data processing flow description. The data processing flow diagram is used to depict each interaction between the various actors and components of the application. Each flow should be assigned a unique number. The data processing flow descriptions should describe each data flow in the diagram. There may be more than one description for each data flow defined in the diagram. For each data flow, the following data shall be provided:

- *Data Flow – indicates the unique number the data flow was assigned;*

- *Source – indicates where the data flow is initiated from;*

- *Destination – indicates the end point of the data flow;*

- *Bi-directional? – indicates if the communication is bi-directional;*

- *Role/privilege – defines the role and privilege level associated with the transaction;*

- *Data Description – describes the nature of the data within the data flow;*

- *Data Classification – describes the overall sensitivity of the data flow; this may take the value of "Sensitive" or "Public". The overall classification is equivalent the most sensitive element of the flow;*

- *Security Control – describes the technique(s) used to protect the information contained within the data flow; and.*

- *Data Requirements – lists the security requirements for the information present in the data flow based on confidentiality, integrity, and availability. Each requirement may take on a value of high, medium, or low.*

EXAMPLE

Exhibit 8 below contains a data processing flow diagram of the TES application. It identifies 8 (eight) unique data processing flows. Each processing flow is described in further detail in Exhibit 9.

Exhibit 8:   Data Processing Flow Diagram
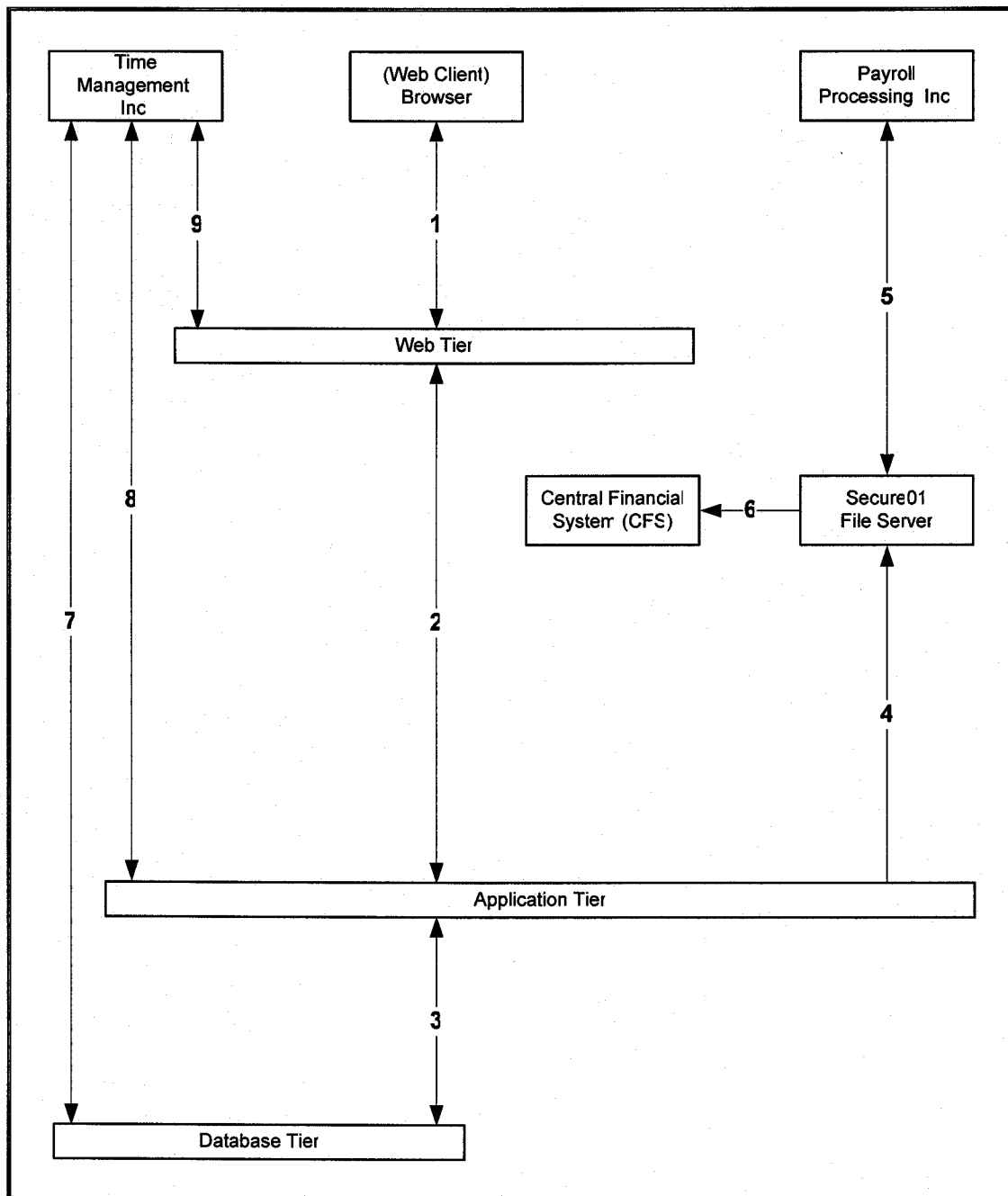
Exhibit 9: **Data Processing Flow Descriptions**

Data Flow	Source	Destination	Bi-directional?	Role/privilege	Data Description	Data Classification	Security Control	Data Requirements
1	Client Browser	timesrvweb01 (web server)	Yes	A TES application users / USER	1. User authentication 2. Entry and/or review to time data 3. Modification of user profile information – includes information such as name, address, telephone number, social security number.	Sensitive	Security Socket Layer (SSL)	Confidentiality – High Integrity – High Availability - Medium
1	Client Browser	timesrvweb01 (web server)	Yes	A TES application manager / MANAGER	1. User authentication 2. Creation of application user accounts 3. Creation of user profile information – includes information such as name, address, telephone number, social security number. 4. Creation of customer charge accounts numbers to time entry	Sensitive	Security Socket Layer (SSL)	Confidentiality – High Integrity – High Availability - Medium
2	timesrvweb01 (web server)	timesrvapp01 (application server)	Yes	TES Application Service Account / ADMINISTRATIVE	1. Application user credentials 2. HTML request/post data – contains items such as project names, codes, task information. 3. User profile information – included information such as name, address, telephone number.	Sensitive	Security Socket Layer (SSL)	Confidentiality – High Integrity – High Availability - Medium

Data Flow	Source	Destination	Bi-directional?	Role/privilege	Data Description	Data Classification	Security Control	Data Requirements
3	timesrvapp01 (application server)	timesrvdb01 (database server)	Yes	Database account	1. Database server credentials 2. Application user credentials 3. SQL data used to generate dynamic content for presentation	Sensitive	IPSEC – communication between the application server and the database server are defined as the only endpoints in the IPSEC filter. All traffic between each is encrypted using 3DES and integrity is provided by SHA1. Authentication is provided via certificates.	Confidentiality – High Integrity – High Availability - Medium
4	timesrvapp01 (application server)	securefile01 (secure file server)	No	timesrvapp01 file server user (tesappuser) on securefile01 / READ/WRITE	Tab delimited text file that contains employee name, address, social security number, hours worked, payroll withholding information.	Sensitive	SSH File Transfer Protocol (SFTP) implemented using 3DES for encryption and Public Key Authentication Method for authentication.	Confidentiality – High Integrity – High Availability – High
5	securefile01 (secure file server)	secportal09 (Payroll Processing, Inc. file server)	No	securefile01 file server user (acmesftpuser) on secportal09 \ WRITE	Tab delimited text file that contains employee name, address, social security number, hours worked, payroll withholding information.	Sensitive	SSH File Transfer Protocol (SFTP) implemented using 3DES for encryption and Public Key Authentication Method for authentication.	Confidentiality – High Integrity – High Availability – High
5	secportal09 (Payroll Processing, Inc. file server)	securefile01 (secure file server)	No	This data falls under the purview of Central Financial System (CFS). Security related details can be obtained by consulting the CFS System Security Plan.				
6	securefile01	CFS	No	This data falls under the purview of Central Financial System (CFS). Security related details can be obtained by consulting the CFS System Security Plan.				

7.0   Management Controls

The following sections describe the management controls used to secure the application.

7.1   Review of Security Controls

The bulk of this section will be filled out by the Information Systems Security Office and will contain a summary of the system based audit. The author shall enter the host name of each system that is part of the application. The example text in the chart should be replaced.

Exhibit 10:   System-Based Audit Summary

System	Date	Type	Findings	Actions
timesrvweb01				
Timesrvapp01				
Timesrvdb01				

7.2   Authorization to Operate

Exhibit 11 identifies the organizations that have authorized the system to operate in a production status.

This section will be filled out by the Information Systems Security Office.

Exhibit 11:   Authorization to Operate

Date	Organization	Key Members	Comments

8.0   Technical Controls

The following sections describe the in place technical controls that have been implemented within the application.

8.1   System Components

Many applications consist of several system components that are grouped into logical or physical tiers. These components must share data in order to perform a given application function. As such, each component must identify and authenticate itself to other components that comprise the application. The following subsections describe the technical controls associated with ensuring each system component is configured in a secure manner and system components do not have excessive privileges to one another.

This section shall describe the technical controls used to limit access between application components. For example, how system credentials are stored on application components to include embedded passwords in scripts, configuration files, web pages, etc. It should describe the measures used to control or restrict access to this information; such as the use of encryption to protect stored credentials.

EXAMPLE

Client to Web Server Controls

Access to the TES web tier is only permitted using 128 bit Secure Socket Layer (SSL) connections via TCP port 443 (HTTPS). As a result, all network traffic between the TES web clients and the web server is encrypted.

Both Internet and Intranet web clients are separated from TES via the ACME gateway firewall. The security policy of the firewall only permits HTTPS from the Internet and User network segments to the TES web server (timesrvweb01). All other connections are denied.

Web Server to Application Server Controls

Access to the TES application tier is only permitted using 128 bit Secure Socket Layer (SSL) connections via TCP port 9080 (HTTPS). Web requests sent by the web server to the application server for processing are handled by TimeSheets 3.2 agent that is installed on the web server. All traffic passing between the servers are encrypted.

The agent authenticates the web server to the application server using a username and password pair. If this pair is not received by the application server once the SSL connection is established, then the connection request is reset by the application server. This configuration ensures that unauthorized network connections directed to port 9080 on the application server are not processed. These credentials are encrypted in the web server's registry using a proprietary encryption algorithm. This ensures that if the web server is compromised, then a search of the file system will not reveal plain text credentials stored in a TES configuration file.

Application Server to Database Server Controls

The TES database server listens on the standard Microsoft SQL server port, TCP 1433. Database requests are sent by the application server to the database server using this port. Database requests sent by the application server are handled using the TimeSheets 3.2 Database Connection Agent. This agent manages the connect string used to connect to the database. The database credentials used in the connect string are called by reference meaning they are not directly stored in the connect string. The user ID and password are encrypted using a proprietary encryption algorithm and stored in the application servers registry. As with the web server, this ensures that if the application server is compromised, then a search of the file system will not reveal plain text credentials stored in a TES configuration file.

Communication between the application server and the database server is not encrypted. As a result, additional security measures have been implemented to secure this channel. A point-to-point IP Security (IPSec) tunnel has been established between each server. This tunnel encrypts all traffic between the application and database server using the triple DES (3DES) encryption algorithm thus ensuring the confidentiality and integrity of the data.

<u>Application server to Secure File Server Controls</u>

The TES application server transfers sensitive data to the secure file server in the in the DMZ. This transfer is accomplished using a windows compatible Secure Shell version 2(SSH2) client that runs on the application server and implements the SSH File Transfer Protocol (SFTP). Authentication between the application and file server is established via public key certificates and 3DES encryption is used.

The firewall is configured to permit only TCP port 22 (SSH) from the application server (timesrvapp01) to the file server (securefile01) located in the DMZ network.

8.2   System Logging and Monitoring

At a minimum, each application shall audit for (where possible):

- *Successful user logon and logoff*
- *Failed user logon attempts*
- *Password changes*
- *Account lockout*
- *Changes in user access permissions*

This section shall describe the ability of the application to log these specific events. In general, the content of this section shall:

- *Discuss the ability of the system to provide user-level accountability;*
- *Describe the type of information that is logged (event name, date, time, associated user, etc.); and,*
- *Define the controls in place to protect access to log data.*

8.3   Data Integrity and Validation Controls

This section shall describe the data integrity and validation controls used by the application. The contents of this section shall:

- *Describe the use of virus detection and/or system integrity software;*
- *Discuss data validation checking performed by the application on data input by user; and,*
- *Discuss data validation checking performed by the application on data supplied from interconnected systems.*

EXAMPLE

8.3.1 System Integrity software

All TES servers run Trend Micro OfficeScan 6.5 antivirus software. The software is configured to monitor the system in real time for infected files. Full system scans are run on an as needed basis.

All TES servers run Tripwire for Servers 2.4. The software monitors the file system for added, deleted, or changed files and audits these changes. It also provides the ability to roll servers back to a known and trusted state if a change was not authorized or desired.

8.3.2 Data Validation of User Input

The TES web server implements URLscan.exe as part of the ISS lockdown wizard which functions by turning off unnecessary features, thereby reducing the attack surface available to attackers. URLscan is configured to limit lengths for URL requests, prevent banner information exposure that reveals the type and version of the web server, and limit the injection of certain characters into URL requests.

The TES web server also performs additional validation of user input using the TimeSheets 3.2 web agent. The agent has built in functionality that performs data validation of user provided input via URLs or test boxes. Its setup is configurable. Currently, the agent is configured to deny requests that include arbitrary SQL related characters (such as a single quote ('), double dash (--), semi colon (;), equal sign (=), etc). when received in unexpected places.

8.3.3 Data Validation of Interconnected Systems

TES does receive data from interconnected system. As such, data validation techniques are not required.

CAO
Solutions Delivered

2007 House Standard for New Acquisitions

Effective January 2007

A set of criteria established by the Committee on House Administration to ensure technical excellence and quality performance and to eliminate premature obsolescence.

PCs	PC Laptops	Servers	Network Printers	Supplemental Equipment	Video Conferencing

Please note **bold** indicates a modification has been made

PC STANDARD	
CPU	**Celeron** 2.4 GHZ (or equivalent AMD)* &
RAM	512 MB expandable to 2 GB without removing chips
Ports	2 2.0 USB Ports front side recommended 2 2.0 USB Ports backside
CD-ROM Drive	24 speed (24x) (16x combo DVD-Rom and CDRW recommended)
Pointing Device	PS/2 style port on system board with compatible pointing device or USB pointing device
Hard Disk Size	40 GB (minimum partition of 15 GB; single NTFS partition recommended)
Hard Disk Interface	IDE or SCSI
Processor Cache	256 KB L2 Cache
Keyboard	101 key enhanced; USB Keyboard recommended
Video Display Adapter	SVGA with 32 MB VRAM and 1024x768x256 color support
Video Monitor	15" with .28 dot pitch and support for 1024x768 non-interlaced
Network Interface	IEEE 802.3 compliant; 10/100baseT connector
Protocol Support	TCP/IP compliant as specified in RFC 1122 and RFC 1123

* **Pentium IV 2.8 GHz or better is recommended.**
& **The Committee recommends that House offices not purchase systems with 64-bit processors. Note that applications designed for 32-bit processors will likely perform slower on a 64-bit processor than on a 32-bit processor of equivalent processor speed.**

Please note **bold** indicates a modification has been made

PC NOTEBOOK STANDARD[&]

CPU	**Celeron M 1.4** GHz (or equivalent AMD)[*]
Expansion Slots	1 PC Card (formerly PCMCIA) type II
RAM	256 MB upgradeable to 1 GB
Ports	1 Serial with 16550 UART or USB 2 USB Ports
CD-ROM Drive	24 speed (24x) (combo DVD-ROM and CDRW recommended)
Pointing Device	PS/2 style port on system board with compatible pointing device or USB Pointing Device
Battery	2 hour operating time
Hard Disk Size	20 GB (minimum partition of 10 GB; single NTFS partition is recommended)
Video Display	12.1" color display with external SVGA port
Network Interface	IEEE 802.3 compliant; 10/100baseT connector
Modem	56K V.92

[&]This standard does not apply to Tablet PCs
*Pentium M 2.6 GHz or better is recommended

PCs	PC Laptops	Servers	Network Printers	Supplemental Equipment	Video Conferencing

Please note **bold** indicates a modification has been made

PRIMARY FILE/PRINT/DATABASE SERVER STANDARD

CPU	Pentium IV 2.8 GHz (Second Processor recommended for Database server)
Bus Type	2 PCI Bus slots
RAM	1 GB expandable to 2 GB
Ports	1 Serial with 16550 UART or USB 1 Parallel 2 USB Ports
CD-ROM Drive	48 speed (48x) (CDRW)
Pointing Device	PS/2 style port on system board with integrated compatible pointing device
Hard Disk Size	60 GB
Hard Disk Speed	10,000 RPM (interface must be compatible with the drive speed)
Keyboard	101 key enhanced
Video Display Adapter	SVGA with 4 MB VRAM and 1024x768x256 color support
Video Monitor	15" with .28 dot pitch and support for 1024x768 non-interlaced
Network Interface	PCI Network Interface Card with 10/100baseT connector, or a 10/100baseT connector on the system board; IEEE 802.3 compliant
Protocol Support	TCP/IP compliant as specified in RFC 1122 and RFC 1123
Backup	Must be able to backup all hard disk space. If drives are added later, the backup solution must be upgraded to accommodate the additional drives.
Uninterruptible Power Supply (UPS)	1400 watt (UPS must provide appropriate backup for the system)

NOTE: Applications sold by Systems Integrators may require hardware with higher capabilities than those outlined herein. Offices are encouraged to consult with their Systems Integrators before purchase.

PCs	PC Laptops	Servers	Network Printers	Supplemental Equipment	Video Conferencing

Please note **bold** indicates a modification has been made

NETWORK CAPABLE PRINTER STANDARD	
Printing Languages	PCL or Postscript
Printing Resolution	600x600 dpi
Networking	Ethernet connectivity option with TCP/IP support
If purchasing a postscript printer, the requirement is a minimum of 6 MB of RAM	

SUPPLEMENTAL COMPUTER EQUIPMENT STANDARD

Optical Scanner	600x600 dpi resolution
High Speed Modem	56K V.92 (for analog connection)
Networked Scanners, Digital Senders, or Multifunction Devices (New)	Devices with e-mail and LDAP functionality must allow the entry of a host name for the SMTP Relay and/or the LDAP server. Devices which only allow the entry of IP addresses for the SMTP Relay or LDAP server should not be purchased by House offices unless the office does not intend to utilize the e-mail or LDAP functionality.
Printers and copiers	Printers and copiers using Thermal Film Transfer or Dye-Sublimation technologies are not authorized.
Other Computer Related Equipment	Members' offices are required to receive approval from an HIR Technical Support Representative (TSR) before purchase.

Please note **bold** indicates a modification has been made

VIDEO CONFERENCING EQUIPMENT STANDARD
STANDARDS-BASED DESKTOP OR SMALL GROUP VIDEO

Video Control and Framing	H.323 Narrow-band Visual Telephone Systems and Terminal Equipment
Audio and Voice Frequency, Narrow- and Wide-band	G.711 Pulse code modulation of voice frequencies G.722 7 kHz audio coding within 64 kbps G.728 coding of speech at 16 kbps using low-delay code excited linear prediction
Multimedia *Firewall will not pass this protocol. It is for Chat/Whiteboard/File Share/Remote Control	T.120 Transmission Protocols for Multimedia Data
Video Algorithms	QCIF Quarter Common Intermediate Format. Both SEND and RECEIVE CI Common Intermediate Format. Both SEND and RECEIVE

Attachment 5
House Information Resources
CMS Data Interchange Standard

General Requirements

This document defines a common format for the information contained in Correspondence Management Systems (CMS). This format will be used to transfer data from one correspondence management system to another.

The information should be provided on CD-ROM. Records will be variable length ASCII with carriage return line feed (CRLF) at the end of each record. TAB characters will separate fields. Records may be filled out with extra tab characters at the end if the vendor wishes to have the same number of tab characters (fields) in each record. It is the responsibility of the vendor who creates the data to make sure that there are no TAB characters in the data fields themselves. Fields may be any length but no record can be longer than 32K.

Information in the database will be classified into categories:

1	Constituent data
2	Correspondence data
3	Casework data
4	Casework Transactions
5	Household data
7	Schedule data
8	Code tables

Each record on the CMS data file will have a 2-byte Record Type field with the first byte being a number identifying one of the categories above and the second byte being a letter identifying the type of data within that category.

Constituent Data

1A Record – Name Data

Field No	Field Name	Comments
1	Record Type	"1A" - indicates that the record contains constituent name information
2	Constituent ID	A unique numeric ID which identifies the constituent.
3	Individual Type	A code that identifies the type of individual in this record (i.e., constituent or organization). Use the appropriate entry from the table below.
4	Prefix	Prefix of constituent such as "Mr." or "Mrs."
5	First Name	First name of constituent.

Field No	Field Name	Comments
6	Middle Name	Middle name or initial of constituent.
7	Last Name	Last name of constituent.
8	Suffix	Suffix of constituent such as "Jr.".
9	Appellation	Appellation of constituent such as "MD".
10	Salutation	Salutation used for the constituent, such as "Bob" or "Dr. Jones".
11	Date of Birth	The individual's date of birth in the format YYYYMMDD.
12	No Mail Flag	"X" if the individual has requested that no mail be sent to him at any of his addresses.
13	Deceased Flag	"Y" if the individual is deceased.

Individual Type Values

Value	Meaning
AG	Agency
BU	Business
CS	Constituent
FM	Family
IN	Individual who is not a constituent
MC	Member of Congress
OR	Organization
OT	Unknown or does not fit listed categories

1B Record – Address Data

There may be multiple 1B records for a constituent, one for each address.

Field No	Field Name	Comments
1	Record Type	"1B" - indicates that the record contains constituent address information.
2	Constituent ID	ID which identifies the constituent. This ID field should be the same as the ID field in the associated 1A record for the constituent.
3	Address ID	Numeric ID or sequence number which identifies the address.
4	Address Type	The type of address. Enter the appropriate code from the table below.
5	Primary Flag	Flag that indicates whether the address is primary ("P") or secondary ("S") for this address type. For example, if the address type is "BU" and this flag is "P", then this is the primary business address.
6	Default Address Flag	This field should be set to "X" if this address is the default mailing address for the individual.
7	Title	Title associated with an organization or business address. For example, "CEO" or "President".
8	Organization Name	Name of an organization or business such as "American Medical Association". This name is used if the constituent record is for an individual and this is his/her business address.
9	Address line 1	First line of address.
10	Address line 2	Second line of address.

Field No	Field Name	Comments
11	Address line 3	Third line of address.
12	Address line 4	Fourth line of address.
13	City	City
14	State	State
15	Zip Code	10 digit zip code such as "20515-2314". If only the 5-digit code is known, then be written as "20515". If international address, enter the appropriate zip code of the country.
16	Carrier Route	Carrier route.
17	County	County.
18	Country	If international address, enter the country.
19	District	Congressional district.
20	Precinct	Precinct.
21	No Mail Flag	Set to "X" if no mail should be sent to this address.
22	Agency Code	A code associated with an agency if the record is for an agency. For example, SSA for Social Security Administration.

Address Type Values

Value	Meaning
BU	Business
HO	Home
IN	International
OT	Unknown or does not fit listed categories

1C Record – Constituent Codes

There may be multiple 1C records for a constituent, one for each constituent code to be included.

Field No	Field Name	Comments
1	Record Type	"1C" - indicates that the record contains constituent code information.
2	Constituent ID	ID which identifies the constituent. This ID field should be the same as the ID field in the associated 1A record for the constituent.
3	Constituent Code Type	Type of code entered in the following field. Enter the appropriate type code from the table below.
4	Constituent Code	Code to describe the constituent such as "DOCTOR" or "FEMALE".

Constituent Code Type Values

Value	Meaning
CTY	County
DI	District
OT	Cannot determine constituent code type or does not fit existing categories

Value	Meaning
PA	Party
PF	Profession
PR	Precinct
SEN	Senate District
SEX	Sex

1D Record – Constituent Text (Comments or Notes)

There may be multiple 1D records for a constituent.

Field No	Field Name	Comments
1	Record Type	"1D" - indicates that the record contains comments or notes about the constituent.
2	Constituent ID	ID which identifies the constituent. This ID field should be the same as the ID field in the associated 1A record for the constituent.
3	1D Sequence Number	Sequence number that identifies the order of 1D records for a constituent.
4	Constituent Text Type	Type of text entered in the following field. Enter the appropriate type code from the table below.
5	Constituent Text	Freeform text containing comments or notes about the constituent.

Constituent Text Type Values

Value	Meaning
CM	Comment
OT	Cannot determine constituent code type or does not fit existing categories
SP	Spouse's name

1E Record – Constituent Phone/Email

There may be multiple 1E records for a constituent.

Field No	Field Name	Comments
1	Record Type	"1E" - indicates that the record contains telephone numbers or email addresses for the constituent.
2	Constituent ID	ID which identifies the constituent. This ID field should be the same as the ID field in the associated 1A record for the constituent.
3	Constituent Phone or email Type	Type of code entered in the following field. Enter the appropriate type code from the table below. The same type may be used more than once. For example, the person may have multiple business phone numbers.
4	Phone Number,	A telephone number, email address, or URL for the constituent

Field No	Field Name	Comments
	Email , or URL	

Constituent Phone or Email Type Values

Value	Meaning
CELL	Cell phone
EMAIL	Email address
FAX	Fax number
HOME	Home phone number
PAGER	Pager number
PHONE	Phone number, cannot determine the type or does not fit existing categories
URL	Address of the constituent's web page
WORK	Work or business phone number

Correspondence Data

Correspondence records can be used to identify any way that a constituent contacts the office. For example, they might represent a phone call from the constituent. They can also be used to keep track of mailings that the office sends out (i.e., a newsletter announcing a town meeting).

2A Record – Correspondence Data

There may be more than one "2A" record for a constituent. Each of the "2A" records may have associated "2B", "2C", "2D", and "2E" records.

Note: Use record types "4A" through "4F" for correspondence related to a case.

Field No	Field Name	Comments
1	Record Type	"2A"- Basic correspondence record.
2	Constituent ID	ID which identifies the constituent. This ID field should be the same as the ID field in the associated 1A record for the constituent.
3	Correspondence ID	Numeric ID that uniquely identifies the correspondence.
4	Correspondence Type	Identifies the type of correspondence or contact. For example, "LETTER", "EMAIL", "PHONE", "NEWSLETTER", "POST CARD", "VISIT", etc.
5	Staff	Userid of the individual who handled the correspondence.
6	Date In	Date correspondence was received. Must be in YYYYMMDD format.
7	Date Out	Date correspondence was completed. Must be in YYYYMMDD format.

Field No	Field Name	Comments
8	Tickler date	Tickler date for correspondence. Must be in YYYYMMDD format.
9	Update Date	Date the correspondence was last updated. Must be in YYYYMMDD format.
10	Response Type	Method of reply. For example, "LETTER" or "EMAIL".
11	Address ID	ID which identifies the address to which the correspondence was sent. This ID field should be the same as the address ID field in the associated 1B record.
12	Household Flag	"Y" if the correspondence was sent to a household. In this case there should also be a 5A record to define the members of the household.
13	Household ID	The household ID in the 5A record which identifies the household.

2B Record – Correspondence Codes

There may be multiple 2B records for the correspondence, one for each correspondence code.

Field No	Field Name	Comments
1	Record Type	"2B" - indicates that the record contains a code associated with the correspondence.
2	Constituent ID	ID which identifies the constituent. This ID field should be the same as the ID field in the associated 1A record for the constituent.
3	Correspondence ID	ID that identifies the correspondence. This ID should be the same as the Correspondence ID field in the associated 2A record.
4	Correspondence Code	A subject or interest code to describe the correspondence. It can describe the subject of the correspondence (such as "TAXES") or the constituent's position on a subject (such as "GUNCTRL").
5	Position	A code that reflects the constituent's position on the subject. For example, "PRO", "CON", "NEUTRAL", or "NONE".

2C Record – Correspondence Documents

There may be multiple 2C records for the correspondence, one for each document associated with the correspondence.

Field No	Field Name	Comments
1	Record Type	"2C" - indicates that the record contains document name data for the correspondence.
2	Constituent ID	ID which identifies the constituent. This ID field should be the same as the ID field in the associated 1A record for the constituent.
3	Correspondence ID	ID that identifies the correspondence. This ID should be the same as the Correspondence ID field in the associated 2A record.
4	2C Sequence Number	Sequence number that identifies the order of 2C records for the correspondence.
5	Document Type	Identifies whether the following document is the main document or

Field No	Field Name	Comments
		an attachment.
6	Correspondence Document Name	Name of the word processing document used for the correspondence. The name can include path information to identify the location of the document. For example, "/wpdocs/newsltrs/oct99nl.doc".
7	File Location	Location of the document hardcopy (i.e., file cabinet location of the original letter).

Document Type Values

Value	Meaning
MAIN	Main document
AT	Attachment
ATn	Numbered attachment used for multiple attachments. For example, "AT1" for the first attachment, "AT2" for the second.

2D Record – Correspondence Text (Comments or Notes)

There may be multiple 2D records for the correspondence.

Field No	Field Name	Comments
1	Record Type	"2D" - indicates comments or notes about the correspondence.
2	Constituent ID	ID which identifies the constituent. This ID field should be the same as the ID field in the associated 1A record for the constituent.
3	Correspondence ID	ID that identifies the correspondence. This ID should be the same as the Correspondence ID field in the associated 2A record.
4	2D Sequence Number	Sequence number that identifies the order of 2D records for a correspondence.
5	Text Type	Type of the text entered in the following field. Normally this field will contain "CM" for comments or notes. If the text field is used to store data that does not belong any place else, an appropriate identifying code should be entered here and included in accompanying documentation.
6	Correspondence Text	Freeform text containing comments or notes about the correspondence.

2E Record – Correspondence Merge Data

When a letter is sent to a constituent, particularly a form letter, user-defined merge fields can be included in the letter. The merge data may be stored in the letter itself or in a 2E record associated with the outgoing correspondence.

There may be multiple 2E records for the correspondence, one for each merge field.

Field No	Field Name	Comments
1	Record Type	"2E" - indicates that the record contains a user-supplied merge data associated with the correspondence.
2	Constituent ID	ID which identifies the constituent. This ID field should be the same as the ID field in the associated 1A record for the constituent.
3	Correspondence ID	ID that identifies the correspondence. This ID should be the same as the Correspondence ID field in the associated 2A record.
4	Merge Field Name	The name of the merge field as it appears in the document.
5	Merge Data	Freeform text that was inserted into the document in place of the merge field.

Casework Data

Casework is used to track a case (a problem, request, or inquiry) that the office handles for a constituent. Actions that the office takes to resolve the case are tracked via casework transactions.

3A Record – Casework Data

There may be more than one 3A record for a constituent if there are multiple cases for a constituent. Each "3A" record may have associated "3B", "3D", and "3E" records.

Field No	Field Name	Comments
1	Record Type	"3A"- Basic casework record.
2	Constituent ID	ID which identifies the constituent for whom the case was opened. This ID field should be the same as the ID field in the associated 1A record for the constituent.
3	Casework ID	Numeric ID that uniquely identifies the case.
4	Staff	Name or userid of the individual who handled the casework.
5	Start Date	Date casework was initiated. Must be in YYYYMMDD format.
6	End Date	Date casework was completed. Must be in YYYYMMDD format. The date that all of the casework transactions were completed.
7	Tickler date	Tickler date for casework. Must be in YYYYMMDD format.
8	Update Date	Date the casework was last updated. Must be in YYYYMMDD format.
9	Casework Description	Describes the casework. For example, "Veteran benefits inquiry" or "Immigration problem".
10	Casework Status	The status of the casework. For example, "Open", "Pending", "Closed".
11	Agency ID	The constituent ID of the agency record if there is an agency associated with the case. This is the constituent ID of the associated

Field No	Field Name	Comments
		1A record for the agency.

3B Record – Casework Codes

There may be more than one 3B record for a case.

Field No	Field Name	Comments
1	Record Type	"3B" - indicates that the record contains codes associated with the casework.
2	Constituent ID	ID which identifies the constituent for whom the case was opened. This ID field should be the same as the ID field in the associated 1A record for the constituent.
3	Casework ID	ID that identifies the casework. This ID should be the same as the Casework ID field in the associated 3A record.
4	Casework Code	Code to describe the casework such as "VET", "SOCSEC", or "IMMIGRATION".

3D Record – Casework Text (Comments or Notes)

There may be more than one 3D record for a case.

Field No	Field Name	Comments
1	Record Type	"3D" - indicates that the record contains comments or notes associated with the casework.
2	Constituent ID	ID which identifies the constituent for whom the case was opened. This ID field should be the same as the ID field in the associated 1A record for the constituent.
3	Casework ID	ID that identifies the casework. This ID should be the same as the Casework ID field in the associated 3A record.
4	3D Sequence Number	Sequence number that identifies the order of 3D records for a case.
5	Text Type	Type of the text entered in the following field. Normally this field will contain "CM" for comments or notes. If the text field is used to store data that does not belong any place else, an appropriate identifying code should be entered here and included in accompanying documentation.
6	Casework Text	Freeform text containing comments or notes about the casework.

3E Record – Casework Parties

There may be more than one 3E record for a case.

Field No	Field Name	Comments
1	Record Type	"3E" - indicates that the record contains information about the parties involved in the casework.
2	Constituent ID	ID which identifies the constituent for whom the case was opened. This ID field should be the same as the ID field in the associated 1A record for the constituent.
3	Casework ID	ID that identifies the casework. This ID should be the same as the Casework ID field in the associated 3A record.
4	Party ID	Constituent ID of a party who has an interest in the casework. There should be a 1A record containing this Constituent ID.

4A Record – Casework Transaction Data

There may multiple 4A records if there are multiple transactions for a case. Each "4A" record may have associated "4B", "4C", "4D", 4E, and "4F" records. The "4A" record will always be present for a transaction, but other transaction record types will be present only if needed. For example, if the transaction is only a note, there would be a "4A" and one or more "4D" records.

Field No	Field Name	Comments
1	Record Type	"4A"- Basic casework transaction record.
2	Constituent ID	ID which identifies the constituent for whom the case was opened. This ID field should be the same as the ID field in the associated 1A record for the constituent.
3	Casework ID	ID that identifies the casework. This ID should be the same as the Casework ID field in the associated 3A record.
4	Case Transaction ID	Numeric ID that identifies the transaction. The transaction ID must be unique within the case.
5	Transaction Type	Identifies the type of transaction or contact. For example, "LETTER", "EMAIL", "PHONE", "NEWSLETTER", "POST CARD", "VISIT", etc.
6	Staff	Name or userid of the individual who handled this transaction.
7	Start Date	Date transaction was initiated. Must be in YYYYMMDD format.
8	End Date	Date transaction was completed. Must be in YYYYMMDD format.
9	Tickler date	Tickler date for transaction. Must be in YYYYMMDD format.
10	Update Date	Date the transaction was last updated. Must be in YYYYMMDD format.
11	Response Type	Method of reply. For example, "LETTER" or "EMAIL".
12	Address ID	ID which identifies the address to which the correspondence was sent. This ID field should be the same as the address ID field in the associated 1B record.
13	Household Flag	"Y" if the correspondence was sent to a household. In this case there should also be a 5A record to define the members of the household.
14	Household ID	The household ID in the 5A record which identifies the household.
15	Contacted Party	The constituent ID of an agency or another person who was

Field No	Field Name	Comments
	ID	contacted regarding the case. This is the constituent ID of the associated 1A record for the agency or person.

4B Record – Casework Transaction Codes

The may be multiple 4B records for a transaction.

Field No	Field Name	Comments
1	Record Type	"4B" - indicates that the record contains codes associated with the transaction.
2	Constituent ID	ID which identifies the constituent for whom the case was opened. This ID field should be the same as the ID field in the associated 1A record for the constituent.
3	Casework ID	ID that identifies the casework. This ID should be the same as the Casework ID field in the associated 3A record.
4	Transaction ID	ID that identifies the transaction. This ID field should be the same as the Transaction ID field in the associated 4A record.
5	Transaction Code	A subject or workflow code which describes the transaction.
6	Position	A code that reflects the constituent's position on the subject. For example, "PRO", "CON", "NEUTRAL", or "NONE".

4C Record – Case Transaction Documents

The may be multiple 4C records for a transaction.

Field No	Field Name	Comments
1	Record Type	"4C" - indicates that the record contains document name data for the transaction.
2	Constituent ID	ID which identifies the constituent for whom the case was opened. This ID field should be the same as the ID field in the associated 1A record for the constituent.
3	Casework ID	ID that identifies the casework. This ID should be the same as the Casework ID field in the associated 3A record.
4	Transaction ID	ID that identifies the transaction. This ID field should be the same as the Transaction ID field in the associated 4A record.
5	4C Sequence Number	Sequence number that identifies the order of 4C records for a case.
6	Document Type	Identifies whether the following document is the main document or an attachment.
7	Casework Transaction Document Name	Name of the word processing document used for the transaction. The name can include path information to identify the location of the document. For example, "/casework/SSA/inquiry.doc".
8	File Location	Location of the document hardcopy (i.e., file cabinet location of the original letter).

Document Type Values

Value	Meaning
MAIN	Main document
AT	Attachment
ATn	Numbered attachment used for multiple attachments. For example, "AT1" for the first attachment, "AT2" for the second.

4D Record – Casework Transaction Text (Comments or Notes)

The may be multiple 4D records for a transaction.

Field No	Field Name	Comments
1	Record Type	"4D" - indicates that the record contains comments or notes associated with the transaction.
2	Constituent ID	ID which identifies the constituent for whom the case was opened. This ID field should be the same as the ID field in the associated 1A record for the constituent.
3	Casework ID	ID that identifies the casework. This ID should be the same as the Casework ID field in the associated 3A record.
4	Transaction ID	ID that identifies the transaction. This ID field should be the same as the Transaction ID field in the associated 4A record.
5	4D Sequence Number	Sequence number that identifies the order of 4D records for a transaction.
6	Text Type	The type will be "CM" for transaction comments or notes. If the text field is used to contain some other field that does not fit in any on the defined fields, the type can be used to define the text.
7	Transaction Text	Freeform text containing comments or notes about the transaction.

4E Record – Transaction Correspondence Merge Data

When a letter is sent to a constituent, particularly a form letter, user-defined merge fields can be included in the letter. The merge data may be stored in the letter itself or in a 4E record associated with the outgoing correspondence.

There may be multiple 4E records for the correspondence, one for each merge field.

Field No	Field Name	Comments
1	Record Type	"4E" - indicates that the record contains a user-supplied merge data associated with the correspondence.
2	Constituent ID	ID which identifies the constituent. This ID field should be the same as the ID field in the associated 1A record for the constituent.
3	Casework ID	ID that identifies the casework. This ID should be the same as the Casework ID field in the associated 3A record.

Field No	Field Name	Comments
4	Transaction ID	ID that identifies the transaction. This ID field should be the same as the Transaction ID field in the associated 4A record.
5	Merge Field Name	The name of the merge field as it appears in the document.
6	Merge Data	Freeform text that was inserted into the document in place of the merge field.

4F Record – Casework Transaction Parties

The may be multiple 4F records for a transaction.

Field No	Field Name	Comments
1	Record Type	"4F" - indicates that the record contains information about the parties involved in the transaction.
2	Constituent ID	ID which identifies the constituent for whom the case was opened. This ID field should be the same as the ID field in the associated 1A record for the constituent.
3	Casework ID	ID that identifies the casework. This ID should be the same as the Casework ID field in the associated 3A record.
4	Transaction ID	ID that identifies the transaction. This ID field should be the same as the Transaction ID field in the associated 4A record.
5	Party ID	Constituent ID of a party who in involved in the transaction. There should be a 1A record containing this Constituent ID.

Household Data

5A Record – Household Information or Agency Grouping

The "5A" records will be used to group members of households or agency contacts. Each group will have multiple 5A records, one for each member of the group.

Field No	Field Name	Comments
1	Record Type	"5A" - indicates that the record contains household or agency group information.
2	Household ID	A unique numeric ID identifying the group.
3	Household Salutation	The salutation used for the household (i.e., "Smith Family").
4	Constituent ID	A Constituent ID that identifies a person who is a member of the group. There should be a 1A record containing this Constituent ID.
5	Primary Contact Flag	"Y" if this constituent is the head of household or primary contact.

Schedule Data

7A Record – Schedule Data

Field No	Field Name	Comments
1	Record Type	"7A" - indicates that the record contains schedule data.
2	Event ID	A unique numeric ID which identifies the event.
3	Event Description	Freeform text describing the event.
4	Contact	Contact person
5	County	County in which the event takes place
6	Organization	Organization hosting the event
7	Start Date	Event start date in YYYYMMDD format.
8	Start Time	Event start time in military time (i.e., 1420 is 2:20 PM)
9	End Date	Event end date in YYYYMMDD format.
10	End Time	Event end time in military time
11	Location	Location
12	Status	Status
13	Private Flag	Private flag ("Y" or "N")
14	Notes	Freeform text
15	Schedule Date	Date the event was entered into the schedule. Must be in YYYYMMDD format.
16	Scheduled by	Userid or name of staff person entering the event.
17	Revision Date	Revision date in YYYYMMDD format.
18	Revised By	Userid or name of staff person revising the event.

7B Record – Schedule Code Data

There may be more than one 7B record for an event.

Field No	Field Name	Comments
1	Record Type	"7B" – indicates that the record contains schedule code data.
2	Event ID	ID that identifies the event. This ID should be the same as the Event ID field in the associated 7A record.
3	Event Code	A subject or interest code to describe the event.

7C Record – Event Participant Data

There may be more than one 7C record for an event.

Field No	Field Name	Comments

Field No	Field Name	Comments
1	Record Type	"7C" – indicates that the record contains schedule code data.
2	Event ID	ID that identifies the event. This ID should be the same as the Event ID field in the associated 7A record.
3	User ID	The user ID of the Member or staff who is to participate in the event.

Code Table Data

8A Record – Code Table Data

Field No	Field Name	Comments
1	Record Type	"8A" – indicates that the record contains code table data.
2	Code Type	The type of code entered in the following field. Code types are defined in the table below.
3	Code	A standard code that is used in constituent, correspondence, casework, or schedule data.
4	Code Description	A description or value of the code
5	Inactive Flag	This flag should be set to "Y" if the code is inactive.

Code Type Values

Value	Record Location	Type Code
CAS	3B	Casework code
CON	1C	Constituent codes
COR	2B	Correspondence subject codes
EVENT	7B	Event codes
STAFF	2A, 3A, 4A, 7A	Staff userids
TXN	4B	Casework transaction codes

The record location indicates the type of record in which the code is located.

8C Record – Form Letter Table

The following table can be used to define standard-language letters associated with specific issues. This is for letters that are reused by the office.

Field No	Field Name	Comments
1	Record Type	"8C" – indicates that the record contains form letter table data.
2	Letter Code	A code that identifies the form letter.
3	Letter Description	Freeform text describing the letter.
4	Document Name	Document name and path.
5	Owner	User ID of document owner.

Field No	Field Name	Comments
6	Creation Date	Creation date for the document. Must be in YYYYMMDD format.
7	Revision Date	Revision date for the document. Must be in YYYYMMDD format.
8	Archive Flag	Archive flag (i.e., "Y", "N", "On Hold", or "Pending").

8D Record – Form Letter Merge Fields Table

There may be multiple 8D records for a form letter, one for each merge field.

Field No	Field Name	Comments
1	Record Type	"8D" – indicates that the record contains form letter table merge data.
2	Letter Code	A code that identifies the form letter. There should be a "8C" record which contains this letter code.
3	Merge Field Name	The name of the merge field as it appears in the document.

8E Record – Form Letter / Correspondence Code Table

This record is used to associate a form letter with a correspondence or transaction code. There may be multiple 8E records for a form letter if the form letter is used to respond to multiple subjects.

Field No	Field Name	Comments
1	Record Type	"8E" – indicates that the record contains form letter table merge data.
2	Letter Code	A code that identifies the form letter. There should be a "8C" record which contains this letter code.
3	Correspondence or Transaction Code	A correspondence code (found in "2B" records) or transaction code (found in "4B" records). Ideally there should be an 8A record that defines the code.
4	Code Type	"2B" indicates that the code is a correspondence code found in a "2B' record. "4B" indicates that the code is a transaction code found in a "4B" record.

Correspondence Documents

Word processing documents will not be included in the standard CMS data. They will be copied separately. If both vendors can handle the existing format of the documents (i.e., MS Word or WordPerfect), then the documents will be copied without change. If the new vendor cannot use the existing format, then the documents will be converted to text format or another mutually agreed upon format.

Directory structures must be maintained. All documents including those on servers must be included unless the office indicates they are not needed.

Notes

Record Relationships

All records contain a constituent ID field. All correspondence records contain the correspondence ID. All casework records contain casework ID and all casework transactions contain the casework transaction ID.

In other words, all records can be identified as belonging to the constituent whose ID is in the record. Further, each correspondence record can be identified not only with the constituent to which it belongs, but also to the correspondence to which it belongs. Similarly, all casework and transaction records can be associated with a particular case.

This means that all of the records for a constituent do not have to be together. They can, in fact, be in separate files. If necessary, records can be added at a later date since it is possible to identify the constituent and correspondence or casework to which they belong.

Note: A member office may have more than one database. In this case the databases will be kept separate. Constituent IDs are assumed to be unique only within a single database. In other words, the same constituent ID may be used in two different databases.

Changes to the Format

Vendors may mutually agree to change this format for a conversion. For example, they could agree to put the data to a reel tape instead of CD. However, if there is any disagreement between vendors, the standard format must be adhered to.

Vendors may suggest changes to this format in the future and the changes can be added at the discretion of HIR. If changes are incorporated, there will be an implementation period of 2 months.

New type codes may be added for any conversion. They can be used to handle data that has no place in the format. However, the vendor must document any non-standard codes that have been used. Also, if certain codes are to be used regularly, the vendor should notify HIR so that the type codes may be added to the format.

Document Change Log

Revision 7 (July 18, 2000)

- Field numbers were added to all of the record descriptions. These are not highlighted by revision codes.
- A note was added to the "2B" record to the effect that the "4" series records should be used for correspondence relating to a case.
- A Code Type field was added to the "8E" record.
- A section discussing revision changes was added.

Revision 6 (July 7, 2000)

- The "4" series records (casework transactions) were modified to include all of the same fields as the "2" series records (correspondence) since both can be used for correspondence data. They are identical in format except that the transaction records contain a casework ID and a transaction ID instead of the correspondence ID contained in the correspondence records. In order to make them the same, the "4E" record became a Transaction Merge Data record and the Transaction Party Data was moved to a "4F" record. There is no comparable "2F" record.
- An inactive flag has been added to the "8A" record.
- An "8E" record has been added to associate form letters with correspondence or casework transaction codes.
- An agency code field was added to the "1B" record.

Revision 5 (June 16, 2000)

- A "2E" record was added to define merge data for form letters.
- In the "4A" record, the agency ID field has been renamed "contacted party" to allow a person's name to be entered, not just an agency.
- An "8D" record was added. The "8A" provides a table of merge fields associated with a form letter.

Software/Hardware Installation Check List

Attachment 6
Office Information

Date: _____   TSR Name/Team/Phone: _____

Member Office: _____ State/District: _____ DC Office Location: _____

Contact: _____   Phone/Fax: _____

District Office Location(s):

Office: _____   Contact: _____   Phone/Fax: _____

Office: _____   Contact: _____   Phone/Fax: _____

Office: _____   Contact: _____   Phone/Fax: _____

Office: _____   Contact: _____   Phone/Fax: _____

Office: _____   Contact: _____   Phone/Fax: _____

System to be installed: _____

_____

_____

Vendor Conducting the Installation: _____

Systems Integrator (SI) Information

Installation Team: _____   Technical Support Contact(s): _____

Office Phone: _____   Cell Phone: _____

Systems Integrator Help Line: _____   Hours of Operation: _____

Account Manager: _____   E-mail: _____

Phone: _____   Fax: _____

Systems Integrator (SI) Services Agreement Plan

Plan Type (please list or describe): _____

Plan Summary Provided? :   Yes [ ]   No [ ]   Date Discussed: _____

Support Responsibilities Reviewed?   Yes [ ]   No [ ]   Date Discussed: _____

Monthly Maintenance Costs Provided?   Yes [ ]   No [ ]   Date Discussed: _____

Is There a Separate Maintenance Contractor?   Yes [ ]   No [ ]   Maintenance Contractor: _____

Contact Name: _____   Phone/Fax: _____

E-mail: _____

CMS Vendor: _____

Contact Name: _____   Phone/Fax: _____

E-mail: _____

Installation Information

Equipment Delivery Date:

Washington, DC Office: _____

District Office: _____

District Office: _____

District Office: _____

District Office: _____

Estimated down time for DC: _____

Installation Date:

Washington, DC Office: _____

District Office: _____

District Office: _____

District Office: _____

District Office: _____

Estimated down time for DO(s): _____

Comments/Notes (additional space provided on last page):

_____

_____

_____

_____

Connectivity

Site survey/in-office cabling

Are site surveys necessary in any of the locations?

- In the Washington, DC Office: Yes [ ]   No [ ]   If "No," date scheduled?_____

- _____DO: Yes [ ]   No [ ]   If "No," date scheduled?_____

- _____DO: Yes [ ]   No [ ]   If "No," date scheduled?_____

- _____DO: Yes [ ]   No [ ]   If "No," date scheduled?_____

- _____DO: Yes [ ]   No [ ]   If "No," date scheduled?_____

- _____DO: Yes [ ]   No [ ]   If "No," date scheduled?_____

District Office(s) survey(s) and cabling by (list name of company, if known): _____

District Office(s) Connectivity Information:

- _____DO: 512K [ ]   256K[ ]   56K[ ]   Dial-up [ ]   Multi-user VPN [ ]   Single user VPN [ ]

- _____DO: 512K [ ]   256K [ ]   56K[ ]   Dial-up [ ]   Multi-user VPN [ ]   Single user VPN [ ]

- _____DO: 512K [ ]   256K [ ]   56K[ ]   Dial-up [ ]   Multi-user VPN [ ]   Single user VPN [ ]

- _____DO: 512K [ ]   256K [ ]   56K[ ]   Dial-up [ ]   Multi-user VPN [ ]   Single user VPN [ ]

- _____DO: 512K [ ]   256K [ ]   56K[ ]   Dial-up [ ]   Multi-user VPN [ ]   Single user VPN [ ]

Remote Access

SecurID card(s) required?   Yes [ ]   No [ ]   If "Yes," list user(s) _____

Web access required?   Yes [ ]   No [ ]   If "Yes," list user(s) _____

VPN access required?   Yes [ ]   No [ ]   If "Yes," list user(s) _____

Laptop(s) set up required?   Yes [ ]   No [ ]   If "Yes," how many? _____

Configure for single or multiple locations? If multiple, please specify which locations: _____

_____

_____

Data Conversion

[ ] Cutoff date for data entry into outgoing system.   Date: _____

[ ] Ensure full database backup is made prior to changing systems.   Date scheduled? _____

[ ] If desired, provide data to Mailing Services for FastForward.   Date scheduled? _____

[ ] Provide data to New SI (if changing Systems Integrator).   Date scheduled? _____

[ ] Input data from outside source (Voter Registration Tape).   Date: _____ Cost: $_____

[ ] New Systems Integrator returns data to office (within 30 days).   Date scheduled? _____

Database Cleanup

[ ] Code changes   [ ] Word-processing   [ ] District data   [ ] Old Users

[ ] Signature fonts   [ ] Casework data   [ ] other: _____

Member Scheduling

Current scheduling software: _____   Location of schedule data: _____

New scheduling software: _____

- Backup copy of schedule saved to the office server?   Yes [ ]   No [ ] If "No," where: _____

- Import schedule into new scheduling software?   Yes [ ]   No [ ]

- Electronic copy of schedule provided to new SI?   Yes [ ]   No [ ]

- Provide hard copy of schedule format to new SI?   Yes [ ]   No [ ]

- Provide specifications for the hard copy printout/schedule card:

    Card/paper size: _____ Margins: R____L____T____B____ Font: _____

    Printer used: _____ Manual feed: _____ other: _____

Accounting/Misc. House software (Please note that these tasks should be done before any workstations are removed from the office):

User(s) of Accounting/Personnel software: _____

Location(s) of Accounting/Personnel data: _____

If applicable, list mapped drive and share name of data location: _____

Accounting/Personnel data backed up? Yes [ ] No [ ] Date scheduled: _____

Document Direct software to be reinstalled?   Yes [ ] No [ ]

User(s): _____   Date Scheduled: _____

Financial Disclosure software to be backed up prior to equipment removal: Yes [ ]No [ ]

User(s): _____   Date Scheduled: _____

Comments/Notes (additional space provided on last page):

Back Up of Various Data

Who is responsible?	Office	MV	CMS	HIR
• Full database backup prior to installation	[x]	[x]	[x]	[ ]
• Backup of users' Personal Folders (.pst files)	[x]	[ ]	[ ]	[ ]
• Backup of Accounting/Personnel data	[ ]	[ ]	[ ]	[x]
• Backup of Bookmark/Favorites files	[x]	[ ]	[ ]	[ ]
• Backup of personal files located on the PCs (i.e., C or D drives)	[x]	[ ]	[ ]	[ ]
• Backup/Export of staff calendar data	[ ]	[ ]	[ ]	[x]

Office = Member Office; MV = Maintenance Vendor; CMS = Correspondence Management Systems Vendor; HIR = House Information Resources

Basic Software

Who is responsible?	MV	HIR
• Remove Trend from all PCs before removing from network or changing machine name	[x]	[ ]
• Remove data from all hard drives being retired	[x]	[ ]
• Install Trend on all PCs	[x]	[ ]
• Install Netscape as requested	[x]	[ ]
• Install CAPS Office Accounting Software	[ ]	[x]
• Install Quick View Plus	[x]	[ ]
• Install WS-FTP	[ ]	[x]
• Configure Dial Access/VPN	[x]	[x]
• Install Adobe Acrobat Reader	[x]	[ ]
• Install and configure Intuity Message Manager	[ ]	[x]
• Install new/existing software (i.e., PageMaker, Dreamweaver, Photoshop, etc.)	[x]	[ ]
• Install Blackberry Desktop Manager	[ ]	[x]

Blackberry Devices

Name of User	BES	Model#/Man#/IME#/ESN#	Phone #/ Phone Plan	DC/DO
_____	___	_____	_____	_____
_____	___	_____	_____	_____
_____	___	_____	_____	_____
_____	___	_____	_____	_____
_____	___	_____	_____	_____

Continue on separate sheet...

Other Personal Digital Assistants (PDAs)

Are there any non-Blackberry PDAs in use? Yes [ ]   No [ ]   If "Yes," please list:

User: _____   Device: _____ Install software in office's possession? Yes [ ] No [ ]

User: _____   Device: _____ Install software in office's possession? Yes [ ] No [ ]

User: _____   Device: _____ Install software in office's possession? Yes [ ] No [ ]

E-Mail Transition

Some or all of the following actions may need to occur:

- Are all users accounts created by the SI   Yes [ ] No [ ] Not Applicable [ ]
- Is the System Administrator added to the OU Admins Group?   Yes [ ] No [ ] Not Applicable [ ]
- Is the System Administrator added to the Exadmins Group?   Yes [ ] No [ ] Not Applicable [ ]
- Is the TSR/Team added to the OU Admins Group?   Yes [ ] No [ ] Not Applicable [ ]
- Is the TSR/Team added to the Exadmins Group?   Yes [ ] No [ ] Not Applicable [ ]
- Is the TSR/Team added to the Level 2 Support Group Group?   Yes [ ] No [ ] Not Applicable [ ]
- Is the CAO Technical Support Call Center added to the Level 1 Support Group?   Yes [ ] No [ ] Not Applicable [ ]
- Is the System Integrator/Maintenance Vendor added to the Level 3 Support Group?   Yes [ ] No [ ] Not Applicable [ ]
- ID creation sheet completed by office and submitted to Maintenance Vendor/HIR?   Yes [ ] No [ ] Not Applicable [ ]
- Exchange Change Request form submitted to re-associate mailboxes?   Yes [ ] No [ ] Not Applicable [ ]
- Any customized e-mail configuration?   Yes [ ] No [ ] Not Applicable [ ]
    If "Yes," explain: _____

_____

Internet Mail Agent (IMA)

Is the Internet Mail Agent (IMA) currently being used?   Yes [ ] No [ ] Not Applicable [ ]

If "Yes," what are the source(s) of the data? Web Form [ ]   Public mailbox_____ [ ]   WYR_____ [ ]

Some or all of the following actions may need to occur:

- Is a DNS change required?

                                                                                          Yes [ ] No [ ] Not Applicable [ ]

- Submit Request form to re-associate the mailbox after server comes online?

                                                                                          Yes [ ] No [ ] Not Applicable [ ]

Security

Target date/time for Security Audit to be performed by Maintenance Provider for DC server: _____

Target date/time for Security Audit to be performed by HIR Security: _____

Target date for Security Audit to be performed on the DO server by the Maintenance Provider: _____

Target date for Security Scan to be completed by HIR Security: _____

Target date for providing the Workstation Compliance Forms for District by the Maintenance Provider: _____

Does Office currently use Iron Mountain?   Yes [ ] No [ ]   Follow-up Required: _____

Is the Office currently setup for Replistor?   Yes [ ] No [ ]   Follow-up Required: _____

Training

Correspondence Management System (CMS) Training—Scheduled through the CMS Vendor

Contact: _____ Phone/Fax: _____ E-mail: _____

Washington, DC staff training (date and location): _____

District Office staff training (date and location): _____

District Office staff training (date and location): _____

District Office staff training (date and location): _____

System Administrator Training: _____

Follow up in-office visit(s): _____

HIR Training—Scheduled through the House Learning Center ext. 6-3800
(Note: training information is available on the web at http://housenet/training)

Outlook Training (date and location): _____

Outlook Calendar Training (date and location): _____

Effective Systems Administration—ESA (date and location): _____

<u>Also available:</u>
* Learning Center Videos for District Office training
* Online training

_____
Technical Support Representative Signature

_____
Maintenance Vendor Representative Signature

_____
Member Office Representative

_____
CMS Vendor Representative Signature

Backup Information

Location of staff files:

User Name	Personal Folders/Archives	Personal Address Book	Personal Schedule	Bookmarks/Favorites	Misc. Files

Additional Comments:

Attachment 7
Federal Holidays

	2006	2007
New Years Day	Monday, January 2	Monday, January 1
Birthday of Martin Luther King, Jr.	Monday, January 16	Monday, January 15
Washington's Birthday	Monday, February, 20	Monday, February, 19
Memorial Day	Monday, May, 29	Monday, May 28
Independence Day	Tuesday, July,4	Wednesday, July 4
Labor Day	Monday, September, 4	Monday, September 3
Columbus Day	Monday, October, 9	Monday, October 8
Veterans Day	Friday, November, 10	Monday, November 12
Thanksgiving Day	Thursday, November 23	Thursday November, 22
Christmas	Monday, December 25,	Tuesday, December 23

Attachment 8

CAO
Solutions Delivered

U.S. House of Representatives
Supported Software List
Effective October 2006

Software added is in **bold**.
Software to be removed is *italicized.*

Accounting	Anti-Virus
• Congressional Accounting and Personnel (CAPS)	• Trend Micro OfficeScan (current version)

Communications	Desktop Publishing
• Dial-up Networking 2000, XP • Cisco VPN Client v3.5 and later • NetMeeting [&&] • Remote Desktop Connection	• PageMaker 6.x, 7.x • Acrobat Standard 6.0 [&], 7.0 [&]

Internet Software	Mail
• Adobe Acrobat Reader 5.x, 6.x, & 7.x • Microsoft Internet Explorer 6.x (browser only) • **Microsoft Internet Explorer 7.x (browser only)**** • *Netscape 6.x** , 7.x, 8x • Firefox 1.x • Dreamweaver MX 2004, **8** [***] • WS_FTP • Quick View Plus 6.x, 7.x, 8.x	• Outlook 2000, 2002, 2003 • Eudora • Netscape Mail • SMTP • Exchange 5.5 Administrator • Outlook Express

Scheduling	Spreadsheet
• Microsoft Outlook Calendar	• Microsoft Excel 2000, 2002, 2003

Word Processing	PDA Synchronization Software
• Microsoft Word — 2000, 2002, 2003, • WordPerfect — *10.x**, 11.x, 12.x, **X3**[***]	• HotSync • ActiveSync • IntelliSync • BlackBerry Desktop *Manager 3.6 SP1 & SP2**, 4.0

Other Systems	Legend
• Financial Disclosure • Document Direct (INFOPAC) • Microsoft Power Point 2000, 2002, 2003, • Avaya Intuity Message Manager 5.0	**Not supported after 12/2006* **** Support begins 11/2006** *****Support Begins 6/2007**

[&] Support limited to features which are used to publish office suite documents, spreadsheets, or presentations in Adobe portable document format (PDF)
[&&] Support limited to features which are used to provide remote assistance

Macintosh applications will be supported on a best-effort basis.

Revised: 10/24/06

Attachment 9

Chief
Administrative
Officer

\<Project Name\>

```
Replace  <Project  Name>  with  the  name  of  your  project.
Modify  the  version  number,  if  applicable.    Insert  the
release date.
```

Test Plan

Version 1.0

\<Date\>

House Information Resources

\<Directorate\>

\<Branch\>

Acceptance / Approval Page

Signatures on this page indicate review and agreement with the decisions and plans reached herein.

// //_____   Concurs on   _____
\<Name\>   this date: Date
Director, \<Affected Branch #1\>

// //_____   Concurs on   _____
\<Name\>   this date: Date
Director, \<Affected Branch #N\>

// //_____   Concurs on   _____
Name   this date: Date
Project Manager
House Information Resources

// //_____   Approved by   _____
Name   Date
\<branch\> Branch Manager
House Information Resources

// //_____   Approved by   _____
Name   Date
Testing Manager
House Information Resources

// //_____   Approved by   _____
Name   Date
Quality Assurance Manager
House Information Resources

`Formal approval of this document is tracked here.`

Document Change History

Version Number	Date	Description
1.0	<Date>	Baseline release

Table of Contents

Tables

Caption all tables so they are included in this section.

Test Plan Identifier (optional)

This optional section contains the test plan identifier of
the Acceptance Test Plan, if one is assigned. This may be
used for complex, multipart test plans that have discrete
modules or phases spanning a protracted period of time.

1 Introduction

(mandatory)

All the subsections in this first major heading are oriented
towards providing objectives and backdrop of the test
effort. Their main audience could include the stakeholders,
engineers, and the CM/QA (Configuration Management/Quality
Assurance) office, satisfying the need to give the reader
background information that sheds light on the overall
testing objectives, the extent of the testing, and the scope
of the target system being implemented.

This Test Plan describes the scope, approach, resources, and schedule of the testing
activities for the <project name>. It identifies the items being tested, features to be
tested, testing tasks to be performed, personnel responsible for each task, and risks
associated with this plan.

1.1 Objectives

(mandatory)

This section explains the objective of the Acceptance Test
Plan at a high level. The idea is to give a brief
description of methodology of testing and how the test plan
will achieve those goals. It can also be used as a means to
inform the Functional Areas, Business Units or Directorates
whose services and resources may be affected or requested by
the test effort.

This Test Plan defines and describes test procedures, outline test types, test execution
strategy, test planning and execution tasks, activities and responsibilities, test resources,
test procedures and items to be tested. Functional and technical summary information
important to the <project name> tester is included. A comprehensive approach to
coordinate and integrate the disciplines, processes and procedures necessary to make the
testing effort and the <project name> testing team more effective is also provided. This
framework is flexible enough to accommodate the future testing needs of the <project
name> application as it grows and changes to meet <client name> needs.
The processes and procedures discussed throughout this document ensure the <project
name> team delivers a quality application. Adherence to these structured testing
techniques will provide the following benefits:
- Meet client needs by ensuring a production ready, quality application.

- Reduce testing timeframes by developing reusable testing materials.

- Enhance contractor's capability as a systems developer who delivers quality in a timely manner.

1.2 Scope

(mandatory)

Starting with this section, the focus is more technical, and the main audience is various subject matter experts. Start with a description of the affected functionality, systems, and subsystems. **Highly Complex** testing scenarios require enumeration of those parts of the tested system that are 'In Scope' and those that are 'Out of Scope' for this activity.

This document provides instruction and strategy for incorporating software testing practices and procedures into the <project name>. This document demonstrates the application of testing on this project and provides guidelines for implementing procedures supporting this function.

Insert project information

1.2.1 In Scope

(optional)

-

1.2.2 Out of Scope

(optional)

-

1.3 Definitions, Acronyms, and Abbreviations

(mandatory)

Create a table or, optionally, an Appendix that defines technical terms, acronyms and abbreviations that may not be widely known by the reader. The Appendix may be referenced from this section.

See Appendix A.

1.4 References

(if applicable)

References to the following documents, when they exist, are required in the highest level test plan:

a) Project authorization

b) Project plan

c) Quality assurance plan

d) Configuration management plan

e) Relevant policies

f) Relevant standards

In multilevel test plans, each lower-level plan must reference the next higher-level plan.

1.4.1 Existing Documents

(if applicable)

- \<Title, Date/Version>

-

1.4.2 Testing Materials

(if applicable)

- \<Title, Date/Version>

1.5 Requirements

(mandatory)

When this template is used for projects qualifying as CPIC Categories 'Holding Position' or 'Keeping Pace', describe Functional and/or Technical Requirements from the Implementation Plan if it exists, to a level of detail sufficient to capture the needs of the users, or the updated system being tested. Include references to legacy requirements documentation, if it exists.

When this template is being used for CPIC Categories 'Evolution' or 'Revolution', summarize the requirements specified in the existing Requirements Specification document(s), include the Requirements Traceability Matrix, and make sure to reference it/them here, as well as under Section 2.4, References.

2 Tested Items

(mandatory)

Identify the test items including their version/revision level. Also specify characteristics of their transmittal media that impact hardware requirements or indicate the need for logical or physical transformations before testing can begin (e.g., programs must be transferred from tape to disk).

a) Requirements Specification;

b) Design Specification;

c) Users Guide;

d) Operations Guide

e) Installation Guide.

Reference any incident reports relating to the test items. Items that are specifically excluded from testing may be excluded.

[Provide Requirements Traceability Matrices here or create an Appendix.]

2.1   Program Modules

(if applicable)

2.2   Job Control Procedures

(if applicable)

2.3   User Procedures

(if applicable)

2.4   Operator Procedures

(if applicable)

3   Features To Be Tested

(mandatory)

Identify all software or system features and combinations of features to be tested. Identify the test design specification associated with each feature and each combination of features.

4   Features Not To Be Tested

(if applicable)

Identify all software or system features and combinations of features that will not be tested and the reasons

5   Approach

(mandatory)

Describe the overall approach to testing. For each major group of features or feature combinations, specify the approach that will ensure that these feature groups are adequately tested. Specify the major activities, techniques, and tools that are used to test the designated group of features.

The approach should be described in sufficient detail to permit identification of the major testing tasks and estimation of the time required to do each one.

Specify the minimum degree of comprehensiveness desired. Identify the techniques that will be used to judge the comprehensiveness of the testing effort (e.g., determining which statements have been executed at least once). Specify any additional completion criteria (e.g., error frequency). The techniques to be used to trace requirements should be specified. Identify significant constraints on testing such as test item availability, testing resource availability, and deadlines.

5.1 Conversion Testing

(if applicable)

5.2 Job Stream Testing

(if applicable)

5.3 Interface Testing

(if applicable)

5.4 Security Testing

(mandatory)

5.5 Recovery Testing

(if applicable)

5.6 Performance Testing

(mandatory)

5.7 Regression

(if applicable)

5.8 Comprehensiveness

(if applicable)

5.9 Constraints

(if applicable)

6 Item Pass/Fail Criteria

(mandatory)

Specify the criteria to be used to determine whether each test item has passed or failed testing.

7 Suspension Criteria and Resumption Requirements

(if applicable)

Specify the criteria used to suspend all or a portion of the testing activity on the test items associated with this plan Specify the testing activities that must be repeated, when testing is resumed.

8 Test Deliverables

(mandatory)

Identify the deliverable documents. The following documents should be included (as indicated):

  a) Test plan (this document); (mandatory)

  b) Test design specifications; (as applicable)

  c) Test case specifications; (as applicable)

  d) Test procedure specifications; (as applicable)

  e) Test item transmittal reports; (as applicable)

  f) Test logs; (as applicable)

  g) Test incident reports; (as applicable)

  h) Test summary reports. (mandatory)

Test input data and test output data should be identified as deliverables (when applicable). Test tools (e.g., module drivers, and stubs) may also be included when applicable.

9 Testing Tasks

(mandatory)

Identify the set of tasks necessary to prepare for and perform testing. Identify all intertask dependencies and any special skills required.

Reference Appendix B for Test Script Template. As test scripts are executed, they will be initialed by the tester. Completed test scripts will be reviewed by the test manager, who will document and track any deviations, re-testing if necessary. Test results and remaining deviations will be reviewed and mitigated by the project manager. Final test scripts and test results will be submitted with a Test Results and Evaluation Report, and submitted to the Quality Assurance office for review and sign-off.

10 Environmental Needs

(mandatory)

Specify both the necessary and desired properties of the test environment. This specification should contain the physical characteristics of the facilities, including the hardware, the communications, and software, the mode of usage (e.g., standalone), and any other software or supplies needed to support the test. Also specify the level of security that must be provided for the test facilities, system software, and proprietary components such as software, data, and hardware.

Identify special test tools needed. Identify any other testing needs (e.g., publications or office space). Identify the source for all needs that are not currently available to the test group.

10.1 Hardware

(mandatory)

10.2 Software

(mandatory)

10.3 Security

(if applicable)

10.4 Tools

(if applicable)

10.5 Publications

(if applicable)

11 Responsibilities

(mandatory)

Identify the groups responsible for managing, designing, preparing, executing, witnessing, checking, and resolving. In addition, identify the groups responsible for providing the test items identified [in Section 3] and environmental needs identified [in Section 11].

Table 1

Roles and Responsibilities	
Name	**Area of Responsibility**
Project Manager	

Test Manager	
Test Team	
User Representative(s)	
Programmers/Developers/Integrators	
Quality Assurance	

These groups may include the developers, testers, operations staff, user representative, technical support staff, data administration staff, and quality support staff.

11.1 User Acceptance Test Group

(mandatory)

11.2 Programmers/Developers/Integrators Project Group

(mandatory)

11.3 Quality Assurance

(mandatory)

12 Staffing and Training Needs

(mandatory)

Specify test staffing needs by skill level.   Identify training options for providing necessary skills.

12.1 Staffing

(mandatory)

12.2 Training

(if applicable)

13 Schedule

(mandatory)

Include test milestones identified in the software project schedule as well as all item transmittal events.

Define any additional test milestones needed. Estimate the time required to do each testing task. Specify the schedule for each testing task and test milestone. For each testing resource (i.e., facilities, tool, and staff), specify its periods of use

14 Risks and Contingencies

(mandatory)

Identify the high risk assumptions of the test plan. Specify
contingency plans for each (e.g., delayed delivery of test
items might require increased night shift scheduling to meet
the delivery date).

APPENDIX A.   Definitions, Acronyms, and
Abbreviations
(if applicable)

This section is not needed if the information is contained within Section 2.3; otherwise, be sure to create a reference for this table in Section 2.3.

APPPENDIX B

(MANDATORY)

TEST SCRIPTS FOR (APPLICATION NAME)

Script# __ of __ (e.g. Script 1 of 10)

Script ID:			Date:	
Script Title:			Name of Tester:	
Application:	*<Identify the application being tested>*		Script Author:	
Version:	*<Build number, version number, or release number being tested.>*		Model #:	
Scenarios Exercised:			OS:	
Requirement(s) Exercised:				
Requirement Version:		*<Identify the __version__ of the requirement being tested>* __Each version__ of the requirement __should have an approved__ __ER explaining why__ the baselined requirement changed.		

Prerequisites: *(Describe any other scripts which need to have been executed prior to executing this script or testing environment conditions necessary for the execution of the script.)*

> **Setup for Test:** *<List the required: hardware, software, data, prerequisite tests, timing, security, configuration settings, etc., that must be done and in place prior to the execution of this test script>*

Testing steps: *(List the testing procedure in a checklist fashion. If appropriate, include screenshots)*

> *<Describe the specific steps for user interaction for this specific script.>*

- *Keep steps to fewer than 15.*

- *Use active voice to explain what the tester is to do.*

- *Provide exact references to give the tester a point-of-reference in the system/application:*

    a. *Screen Names*

    b. *Fields*

    c. *Servers, etc.,*

    d. *Database*

    e. *Access Profile (Security)*

> *Be clear when tester is performing an action versus the system/application processing the action.>*

Post Condition: *<The expected state of the system/application upon completion of the test.>*

Expected Results: *(Describe the expected results. If appropriate, include screenshots)*

Actual Results: *<The tester records the actual result of their test.>*

Answer the following:

1. Were you able to successfully complete all steps? **Y** or **N** (circle one)

If No, describe the problem:	
Note any error message(s):	
Incident Report Number:		

2.   Did you achieve the expected result? **Y** or **N** (circle one)

If No, describe the
achieved results:

Note any error
message(s):

Incident Report Number:

3.   Rating (A-Acceptable; M-Marginal; U-Unacceptable):

Comments:

Tester initials upon completion:

APPROVAL OF TEST SCRIPTS FOR (APPLICATION NAME)
(UPON COMPLETION OF ALL TEST SCRIPTS)

Review of executed test scripts and results:
   Test Manager Approval upon completion: _____
   Project Manager Approval upon completion: _____

Review and approval of Test Results:
   QA Review upon completion: _____